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ABSTRACT

This bibliography of abstracts was prepared to assist program planners and administrators in locating pertinent data on post-secondary cooperative education programs. The package is composed of abstracts of documents reported in "Research in Education" (RIE), "Abstracts of Research Materials in Vocational and Technical Education" (ARM), and "Current Index to Journals in Education" (CIJE). Entries include: (1) titles pertaining to model 2-year post-secondary cooperative education programs, with special emphasis on planning, coordination, administration, and organization, (2) procedural manuals for program coordinators, (3) titles pertaining to secondary and higher education relating to planning, coordination, and administration, and (4) guidelines for program development. (Author/SN)

ED 079475

BIBLIOGRAPHY SERIES No. 17

POST-SECONDARY COOPERATIVE EDUCATION ABSTRACTS

VT 020244

ERIC

CLEARINGHOUSE ON VOCATIONAL
AND TECHNICAL EDUCATION

ERIC

CLEARINGHOUSE FOR JUNIOR COLLEGES

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POST-SECONDARY COOPERATIVE
EDUCATION ABSTRACTS

Compiled
by

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and

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The Ohio State University
1960 Kenny Road
Columbus, Ohio

in cooperation with

ERIC Clearinghouse on Junior Colleges
University of California at Los Angeles
Los Angeles, California

May 1973

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FOREWORD

Cooperative education can be an integral component of career education. This approach to learning draws upon community resources to expand educational programs beyond the walls of the classroom and the boundaries of the campus. Students benefit from cooperative education programs by receiving a positive transition from school to work. Employers take advantage of this linkage to communicate employment needs to education planners, teachers, and administrators.

To further the development of cooperative education programs at the community-junior college level, the ERIC Clearinghouse on Junior Colleges and the ERIC Clearinghouse on Vocational and Technical Education jointly participated in a project entitled Coordinating Work and Study Experiences in the Career Education Curriculum of the Community College. Objectives of the project were to produce a procedural manual for cooperative education in the community college and a bibliography of post-secondary cooperative education abstracts.

This bibliography of abstracts was prepared to assist program planners and administrators in locating pertinent data on post-secondary cooperative education programs. In selecting entries for the bibliography, special care was taken to insure the inclusion of titles pertaining to the planning, development, and coordination of post-secondary cooperative work experience programs. Many of the titles offer suggestions and guidelines for developing post-secondary cooperative education programs.

Appreciation is extended to the ERIC Clearinghouse on Junior Colleges for their cooperation in this endeavor, and to Barry Heerman of Sinclair Community College for his valuable input and advice. James Smiley and Wesley Budke of

the ERIC Clearinghouse on Vocational and Technical Education were responsible for coordinating the development of this publication.

Robert E. Taylor
Director
The Center for Vocational
and Technical Education
ERIC Clearinghouse on Vocational
and Technical Education

INTRODUCTION

This annotated bibliography represents a ready source for locating materials on post-secondary cooperative education. Directed toward the decision makers in the area of cooperative education, the intended audience for this publication are community college boards of trustees, superintendents, deans of instruction, vocational education instructors, and writers of federal proposals. This annotated bibliography should be a valuable source of information as it is used in planning and implementing cooperative education programs.

Entries for the "Post-Secondary Cooperative Education Abstracts" represent 57 documents reported in Research in Education (RIE), 22 documents reported in Abstracts of Research Materials in Vocational and Technical Education (ARM), and 5 articles reported in Current Index to Journals in Education (CIJE). Also included are three documents not found in the above indexes but considered pertinent to the development of post-secondary cooperative education programs.

Entries found in the bibliography of abstracts include:

1. Titles pertaining to model two-year post-secondary cooperative education programs with special emphasis on program planning, coordination, administration, and organization.
2. Procedural manuals for program coordinators.
3. Titles pertaining to secondary education as well as higher education that might be useful to program planners, coordinators, and administrators of two-year post-secondary cooperative education programs.
4. Guidelines for program development.

This bibliography has two major sections: resumes containing abstracts, and indexes.

Each abstract presents information about a document's content to help you

decide if you want to read the full text of the document. The abstract is the part of the resume which provides information about the document, its source and availability. This section is arranged in numerical order by source of resume. The first group of resumes is found in Research in Education (RIE) and listed numerically by ED numbers; group two is found in Current Index to Journals in Education (CIJE) and listed by EJ numbers; the third group was selected from sources outside the ERIC collection and listed by JS numbers; the last group appears in Abstracts of Research Materials in Vocational and Technical Education (ARM) and listed by VT numbers. The ED numbers following this last group refers to the VT-ERIC Set in which the document is located. All ED and EJ numbers are preceded by the respective clearinghouse numbers.

The indexes help in locating the abstract by ED, EJ, JS, or VT number. A Subject and Identifier Index and a Personal and Institutional Author Index are provided for your convenience. Index terms used in the Subject and Identifier Index are ERIC descriptors. Each document has been assigned several of these descriptors; therefore, each document title may appear several times.

The full text of documents are available from the original sources or from the ERIC Document Reproduction Service (EDRS) as microfiche or xerox reproductions.

SAMPLE RESUME

Accession Number -- identification number sequentially assigned to reports as they are processed.

Author(s) VT 013 122 ED 052 327 Richards, F.L.

EDRS Price - price of document through EDRS; MF - microfiche, HC - papercopy. Outlines of Courses in Ornamental Horticulture.

Report Number and Bureau Number would appear here. Pennsylvania State Univ., University Park. Dept. of Agricultural Education. Office of Education (DHEN), Washington, D.C. Div. of Adult, and Vocational Research.

Publication date and total number of printed pages. EDRS PRICE MF-\$0.65 HC-\$3.29 Teacher-Lduc-Ser-v12-n1 Department of Agricultural Education, Pennsylvania State University, University Park, Pennsylvania 16802 (\$1.00).

Identifier, if any -- acronyms, geographical areas, organizations, tests (e.g. Binet), etc. Only major identifiers preceded by an asterisk are in the index. Pub Date - 71 56p.

Abstract -- a condensation of the report. When applicable, it includes the purpose, means of development, teacher competency, student requirements, and description of supplementary materials if available. DESCRIPTORS - *AGRICULTURAL EDUCATION; *CURRICULUM GUIDES; *ORNAMENTAL HORTICULTURE; HIGH SCHOOLS; *POST SECONDARY EDUCATION; LANDSCAPING; NURSERIES (HORTICULTURE); TURF MANAGEMENT; *TECHNICAL EDUCATION

Abstract - Intended to suggest subject matter content of courses or programs in ornamental horticulture for high school and postsecondary vocational-technical programs, this curriculum guide was prepared by staff members of the Agricultural Education Department at the Pennsylvania State University, and tested in a workshop with vocational agriculture teachers. Contents are: (1) Outlines of Courses in Ornamental Horticulture, (2) Ornamental Horticulture Programs for Grades 10, 11, and 12, (3) Nursery Production. . . The content is presented in outline form under each topic, and is applicable to the United States and lower Canada. (GB)

If ED is followed by numbers, item has been announced in Research in Education. If ED is not followed by numbers, the issue of RIE in which the abstract is scheduled to appear follows the ED prefix.

Title. Institutional source--the organization responsible for the report.

Sponsoring agency--appears here when different from Institutional source.

Grant Number, Contract Number, and Program Area Number would appear here.

Available source(s) if known at time of printing. Cost is included.

Descriptors--subject terms assigned to characterize substantive contents. Only the major terms, those preceded by an asterisk, are printed in the index.

Abstractor's initials.

ABSTRACTS

VT 001 735 ED 011 044

HUFFMAN, HARRY
GUIDELINES FOR COOPERATIVE EDUCATION AND
SELECTED MATERIALS FROM THE NATIONAL SEMINAR
HELD AUGUST 1-5, 1966, A MANUAL FOR THE
FURTHER DEVELOPMENT OF COOPERATIVE EDUCATION.

OHIO STATE UNIV., COLUMBUS, CENTER FOR
VOCATIONAL AND TECHNICAL EDUCATION.

EDRS PRICE MF \$0.65 HC \$9.87

PUB DATE - 67 245P.

DESCRIPTORS - ADMISSION CRITERIA; ADVISORY
COMMITTEES; AUDIOVISUAL AIDS; BIBLIOGRAPHIES;
BOARD OF EDUCATION POLICY; *COOPERATIVE
EDUCATION; COORDINATORS; EDUCATIONAL
OBJECTIVES; EMPLOYERS; EVALUATION;
*GUIDELINES; HIGH SCHOOLS; HISTORICAL
REVIEWS; OCCUPATIONAL GUIDANCE; ON THE JOB
TRAINING; PROGRAM DEVELOPMENT; *PROGRAM
GUIDES; PSYCHOEDUCATIONAL PROCESSES; PUBLIC
RELATIONS; SCHOOL POLICY; *SEMINARS;
SOCIOECONOMIC INFLUENCES; *VOCATIONAL
EDUCATION
IDENTIFIERS - COLUMBUS

ABSTRACT - THE OBJECTIVES OF THE SEMINAR WERE
TO PROMOTE THE USE OF COOPERATIVE EDUCATION
IN ALL VOCATIONAL SERVICES AND TO EXPLORE THE
POSSIBILITIES OF INTERSERVICE TRAINING FOR
OCCUPATIONS REQUIRING KNOWLEDGE AND SKILLS
FROM SEVERAL AREAS. IT WAS ATTENDED BY OVER
110 STATE LEADERS FROM 41 STATES. THE
GUIDELINES ARE ORGANIZED IN FIVE GROUPS
DEALING WITH THE SCHOOL, THE TEACHER-
COORDINATOR, THE PROGRAM, THE STUDENT-
TRAINEE, AND THE EMPLOYER. AMONG THE
SEVENTEEN PAPERS WERE--(1) "IMPENDING SOCIAL,
ECONOMIC, AND EMPLOYMENT CHANGES THAT MAY
AFFECT COOPERATIVE EDUCATION," (2)
"COOPERATIVE EDUCATION AS A POLICY OF THE
NATIONAL SCHOOL BOARDS ASSOCIATION," (3)
"ESTABLISHMENT, ORGANIZATION, AND OPERATION
OF COOPERATIVE EDUCATION," AND (4) "SOME
QUESTIONS THAT NEED TO BE ANSWERED ABOUT THE
TRAINING OF COORDINATORS." THE APPENDIX
CONTAINS (1) SPEAKER-CONSULTANT BIOGRAPHICAL
SKETCHES, (2) THE SEMINAR PROGRAM, (3) FORMS
FOR ORGANIZING THE SEMINAR, (4) A SELECTED
BIBLIOGRAPHY, (5) FORMS FOR ADMINISTERING
COOPERATIVE EDUCATION, (6) A ROSTER OF THE
147 SEMINAR PARTICIPANTS, AND (7) A
QUESTIONNAIRE USED TO GATHER INFORMATION FROM
SELECTED COOPERATIVE EDUCATION PROGRAMS. (EM)

JC 670 048 ED 011 453

WOOLDRIDGE, ROY L.
COOPERATIVE EDUCATION AND THE COMMUNITY
COLLEGES IN NEW JERSEY.

NATIONAL COMMISSION FOR COOPERATIVE
EDUCATION, NEW YORK, N.Y.

EDRS PRICE MF \$0.65 HC \$3.29

PUB DATE - 02APR66 34P.

DESCRIPTORS - *COOPERATIVE PROGRAMS;
CURRICULUM DEVELOPMENT; *CURRICULUM PLANNING;
*JUNIOR COLLEGES; VOCATIONAL EDUCATION; *WORK
EXPERIENCE PROGRAMS; *WORK STUDY PROGRAMS
IDENTIFIERS - NEW YORK CITY

ABSTRACT - COOPERATIVE EDUCATION IS A WORK-
STUDY PLAN INTEGRATING THEORETICAL KNOWLEDGE
AND PRACTICAL EXPERIENCES. THE STUDENT
ALTERNATES PERIODS OF FULL-TIME WORK IN AN

INDUSTRIAL PLANT, A BUSINESS, OR A GOVERNMENT
AGENCY WITH EQUAL PERIODS OF FULL-TIME
COLLEGE STUDY. THE FACTORS THAT POINT TO A
POTENTIALLY EFFECTIVE USE OF THIS SYSTEM
INCLUDE NEW JERSEY'S INDUSTRIALIZED ECONOMY,
THE SHORTAGE OF WELL-TRAINED TECHNICIANS AND
SUPPORTING STAFFS, THE SOCIOECONOMIC
CHARACTERISTICS OF THE POPULATION, AND THE
PRESSING NEED FOR EFFECTIVE AND ECONOMIC
UTILIZATION OF TAXPAYERS' FUNDS FOR
EDUCATION. IN 1966, THERE WERE AT LEAST 125
INSTITUTIONS OF HIGHER EDUCATION OFFERING
SOME TYPE OF WORK-STUDY PROGRAMS. THE
STRENGTH AND APPEAL OF THESE PROGRAMS ARE
BASED ON THE BENEFITS PRODUCED FOR ALL
CONCERNED--STUDENTS, INSTITUTIONS, AND
COMMUNITY. ONE OF THE POSITIVE ASPECTS OF
COOPERATIVE EDUCATION IS ITS FLEXIBILITY IN
METHOD OF OPERATION. THE CALENDAR AND
SCHEDULE CAN BE DESIGNED TO FIT THE NEEDS OF
THE PARTICULAR LOCAL COMMUNITY AND OF THE
STUDENTS TO BE SERVED. (FOR PURPOSES OF
ILLUSTRATION, FOUR CALENDARS ARE PRESENTED IN
THIS REPORT.) THE AUTHOR SUGGESTS
CONSIDERATION SHOULD BE GIVEN TO THE
UTILIZATION OF COOPERATIVE EDUCATION PROGRAMS
IN THE TERMINAL COURSES AT EACH COUNTY
COMMUNITY COLLEGE. (HS)

VT 000 189 ED 012 309

DAVIS, LOWERY H.
SUPERVISING OCCUPATIONAL EXPERIENCE PROGRAMS,
A SPECIAL CONFERENCE REPORT.

NEW MEXICO STATE UNIV., UNIVERSITY PARK,
COLL. OF AGRICULTURE AND HOME ECONOMICS.

EDRS PRICE MF \$0.65 HC \$3.29

RIS-7

PUB DATE - FEB66 67P.

DESCRIPTORS - ADMISSION CRITERIA; ADVISORY
COMMITTEES; COMMUNITY RELATIONS; COMMUNITY
SURVEYS; CONFERENCES; *COOPERATIVE EDUCATION;
EMPLOYERS; PROGRAM EVALUATION; *PROGRAM
GUIDES; *PROGRAM PLANNING; PUBLIC RELATIONS;
QUESTIONNAIRES; STUDENT PLACEMENT;
*VOCATIONAL EDUCATION; VOCATIONAL FOLLOWUP;
*WORK EXPERIENCE PROGRAMS; WORKSHOPS
IDENTIFIERS - UNIVERSITY PARK

ABSTRACT - NINE PARTICIPANTS IN A WORKSHOP AT
NEW MEXICO STATE UNIVERSITY DEVELOPED THIS
FOUR-PART HANDBOOK FOR OPERATING SUPERVISED
OCCUPATIONAL EXPERIENCE PROGRAMS. RESOURCE
PERSONS FROM ADULT EDUCATION, AGRICULTURAL
EDUCATION, VOCATIONAL AND TECHNICAL
EDUCATION, AND HORTICULTURE WORKED CLOSELY
WITH THE GROUP. PART 1 COVERS STEPS FOR
ORGANIZING AND ADMINISTERING THE OCCUPATIONAL
EXPERIENCE PROGRAM, AND ELABORATES ON THE
ROLE OF COMMUNITY SURVEYS AND ADVISORY
COUNCILS. PART 2 GIVES DETAILS OF SELECTING
AND PLACING STUDENTS IN THE OCCUPATIONAL WORK
EXPERIENCE PROGRAM. PART 3 EXPLAINS THE
TEACHING, SUPERVISING, AND COORDINATING OF
OCCUPATIONAL EXPERIENCE PROGRAMS. PART 4
PRESENTS GUIDELINES FOR EVALUATING THE
PROGRAM. THE APPENDIX CONTAINS AN EMPLOYMENT
OPPORTUNITIES SURVEY FORM, STUDENT
INFORMATION SHEET, AND A PLACEMENT AGREEMENT.
(EM)

JC 670 514 ED 013 074

CHANDLER, HAROLD R.
PROJECT ACCENT--A COOPERATIVE PROGRAM OF SAN

BERNARDINO VALLEY COLLEGE AND SURROUNDING
HIGH SCHOOLS IN AUTO-MECHANICS, APPLIED
ELECTRONICS, AND OFFICE OCCUPATIONS TRAINING
IN GRADES 11, 12, 13 AND 14.

EDRS PRICE MF \$0.65 HC \$3.29
PUB DATE - 11MAR67 28P.

DESCRIPTORS - ARTICULATION (PROGRAM); CAREER
PLANNING; COLLEGE HIGH SCHOOL COOPERATION;
COOPERATIVE EDUCATION; COOPERATIVE PROGRAMS;
COUNSELOR TRAINING; DROPOUT PREVENTION;
*JUNIOR COLLEGES; MANPOWER DEVELOPMENT;
OCCUPATIONAL GUIDANCE; OFFICE OCCUPATIONS;
TRADE AND INDUSTRIAL EDUCATION; *VOCATIONAL
COUNSELING; VOCATIONAL DIRECTORS; *VOCATIONAL
EDUCATION
IDENTIFIERS - CALIFORNIA; SAN BERNARDINO
VALLEY COLLEGE

ABSTRACT - PROJECT ACCENT, A COOPERATIVE
VENTURE OF SAN BERNARDINO VALLEY COLLEGE AND
10 OF ITS SURROUNDING HIGH SCHOOLS, IS A
PROGRAM OF COUNSELING AND INSTRUCTION IN AUTO
MECHANICS, APPLIED ELECTRONICS, AND OFFICE
OCCUPATIONS TRAINING IN GRADES 11 THROUGH 14.
IN THE PAST, THE ATTRITION RATE IN THESE
THREE PROGRAMS HAS BEEN DISCOURAGING. OF THE
THOUSANDS WHO ENTER SUCH PROGRAMS, THOSE WHO
ENTER SECOND-LEVEL COURSES WILL BE COUNTED IN
HUNDREDS, AND ONLY A RELATIVELY SMALL
FRACTION OF THESE WILL PROGRESS TO HIGHER
LEVELS. TO OVERCOME THIS PROBLEM, A THREE-
PART PLAN HAS BEEN PUT INTO EFFECT. (1)
COUNSELORS ARE BEING RETRAINED TO INCREASE
THEIR EFFECTIVENESS IN VOCATIONAL-TECHNICAL
COUNSELING, (2) COURSE OUTLINES FOR ALL GRADE
LEVELS ARE BEING REVISED BY A COMMITTEE OF
TEACHERS TO DESIGNATE INFORMATION AS
"ESSENTIAL", "DESIRABLE", OR "NICE TO KNOW"
WITH RESPECT TO THE ACCOMPLISHMENT OF STATED
TASKS, AND (3) AN ATTEMPT IS BEING MADE TO
IMPROVE THE IMAGE OF VOCATIONAL COURSES
THROUGH SUCH ACTIVITIES AS FIELD TRIPS,
CONTESTS, RUDDY-DAY PARTICIPATION, AND
DISTRIBUTION OF PUBLICITY MATERIALS.
(AUTHOR:JWD)

VT 003 124 ED 013 335
JURIST, RODNEY G.
THE CURRICULUM FOR A MODEL BUSINESS EDUCATION
PROGRAM.

NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON.
EDRS PRICE MF \$0.65 HC NOT AVAILABLE FROM
EDRS.
PUB DATE - JUN67 168P.

DESCRIPTORS - *BUSINESS EDUCATION; COLLEGES;
COOPERATIVE EDUCATION; *CURRICULUM;
CURRICULUM PLANNING; *DEMONSTRATION PROGRAMS;
DISTRIBUTIVE EDUCATION; GUIDELINES; HIGH
SCHOOLS; INSTRUCTOR COORDINATORS; PROGRAM
PLANNING; QUESTIONNAIRES; SLOW LEARNERS;
SMALL SCHOOLS
IDENTIFIERS - NEW JERSEY

ABSTRACT - THE PURPOSE OF THIS STUDY WAS TO
ESTABLISH A 4-YEAR BUSINESS AND DISTRIBUTIVE
EDUCATION CURRICULUM TO SERVE AS A GUIDE FOR
IMPLEMENTING AND IMPROVING PROGRAMS IN THE
STATE. THE MATERIAL WAS DEVELOPED BY STATE
BUSINESS EDUCATION SUPERVISORS AND TRIAL
TESTED AMONG BUSINESS EDUCATION COORDINATORS
AND TEACHERS AND IN SEMINARS. BASED ON 26

STATEMENTS OF CRITERIA FOR A CURRICULUM IN A
MODEL BUSINESS EDUCATION PROGRAM, SUBJECT
SEQUENCES FOR HIGH SCHOOLS WITH AND WITHOUT
OUT-OF-SCHOOL WORK PROGRAMS WERE DEVELOPED.
WORK EXPERIENCE PROGRAMS, EXPLORATORY AND
CAREER PROGRAMS, AND PROGRAMS FOR SMALL HIGH
SCHOOLS, THE SLOW LEARNERS, AND COLLEGE
STUDENTS ARE DESCRIBED. SAMPLE QUESTIONNAIRES
FOR USE IN PLANNING PROGRAMS, AND REPORT
FORMS ARE INCLUDED. THIS DOCUMENT IS
AVAILABLE FOR \$1.50 FROM VOCATIONAL-TECHNICAL
CURRICULUM LABORATORY, RUTGERS UNIVERSITY, 10
SEMINARY PLACE, NEW BRUNSWICK, NEW JERSEY
08903. (PS)

AC 001 357 ED 015 352
DECARLO, CHARLES R. ; ROBINSON, ORMSBEE W.
EDUCATION IN BUSINESS AND INDUSTRY.

CENTER FOR APPLIED RESEARCH IN EDUCATION,
INC., NEW YORK, N.Y.
DOCUMENT NOT AVAILABLE FROM EDRS.
PUB DATE - 66

DESCRIPTORS - *ADULT EDUCATION PROGRAMS;
*BUSINESS; *COOPERATIVE EDUCATION; CURRICULUM
DEVELOPMENT; DISTRIBUTIVE EDUCATION;
EDUCATIONAL RESPONSIBILITY; EMPLOYMENT LEVEL;
ENGINEERING; FINANCIAL SUPPORT; *INDUSTRIAL
TRAINING; *INDUSTRY; INPLANT PROGRAMS;
INSTRUCTIONAL STAFF; MANAGEMENT DEVELOPMENT;
OFF THE JOB TRAINING; PROGRAM EVALUATION;
RESEARCH NEEDS; SCHOOL INDUSTRY RELATIONSHIP;
SKILL DEVELOPMENT; TECHNOLOGICAL ADVANCEMENT;
UNIVERSITIES; WORK STUDY PROGRAMS

ABSTRACT - CONTINUING EDUCATION IS DISCUSSED
AS VITAL TO THE PROSPERITY OF BUSINESS AND
INDUSTRY WHEN TECHNOLOGICAL CHANGES REQUIRE
CONTINUAL READJUSTMENT OF JOB REQUIREMENTS.
ROLES OF INDUSTRY, UNIVERSITIES, AND
GOVERNMENT COOPERATING TO PROVIDE THE
RESOURCES, MATERIALS, AND INCENTIVES FOR
CONTINUING EDUCATION ARE PROPOSED.
DISCUSSIONS INCLUDE--(1) PROBLEMS OF CONTENT,
ADMINISTRATION, AND VALUES OF EDUCATIONAL
PROGRAMS IN BUSINESS AS COMPARED TO THOSE IN
SCHOOLS, (2) THE NATURE OF MODERN BUSINESS,
COST OF PROGRAMS, LEADERSHIP DEVELOPMENT, AND
THE RELATIONSHIP OF COMPANY TO COMMUNITY, (3)
EDUCATION AND TRAINING PROGRAMS FOR THE
INDIVIDUAL IN THE FORM OF APPRENTICESHIPS,
ON-THE-JOB TRAINING, COOPERATIVE AND WORK
STUDY PROGRAMS AT HIGH SCHOOL AND COLLEGE
LEVELS, AS WELL AS ENGINEERING, RESEARCH, AND
MARKETING TRAINING PROGRAMS, (4) PROGRAMS FOR
MANAGERS INCLUDING IN-COMPANY PROGRAMS,
SELECTION OF STAFF AND PARTICIPANTS, AND OUT-
COMPANY PROGRAMS, AND (5) DIFFICULTIES IN
EVALUATING PROGRAMS. A BIBLIOGRAPHY IS
INCLUDED. THIS DOCUMENT IS AVAILABLE FROM THE
CENTER FOR APPLIED RESEARCH IN EDUCATION, NEW
YORK, N.Y. (RT)

VT 001 185 ED 016 036
HANDBOOK ON WORK EXPERIENCE EDUCATION, A
GUIDE TO THE ORGANIZATION AND OPERATION OF
WORK EXPERIENCE EDUCATION PROGRAMS.

CALIFORNIA STATE DEPT. OF EDUCATION,
SACRAMENTO.
EDRS PRICE MF \$0.65 HC \$6.98
PUB DATE - 65 118P.

DESCRIPTORS - ADMINISTRATOR GUIDES;

*COOPERATIVE EDUCATION; COORDINATORS; EMPLOYERS; PROGRAM EVALUATION; PROGRAM GUIDES; *PROGRAM PLANNING; RECORDS (FORMS); STATE LEGISLATION; *WORK EXPERIENCE PROGRAMS; *WORK STUDY PROGRAMS IDENTIFIERS - CALIFORNIA

ABSTRACT - SCHOOL ADMINISTRATORS CAN USE THIS HANDBOOK IN THE IMPLEMENTATION OF REGULATIONS AND THE ESTABLISHMENT OF STANDARDS FOR WORK EXPERIENCE EDUCATION. INDIVIDUAL CHAPTERS ANSWER THE FOLLOWING QUESTIONS--(1) WHAT IS WORK EXPERIENCE EDUCATION, (2) WHAT FACTORS MUST BE CONSIDERED BEFORE STARTING A WORK EXPERIENCE EDUCATION PROGRAM, (3) WHAT STEPS SHOULD BE TAKEN IN PLANNING A WORK EXPERIENCE EDUCATION PROGRAM, (4) WHAT ARE THE RESPONSIBILITIES OF THE SCHOOL COORDINATOR OF A WORK EXPERIENCE EDUCATION PROGRAM, (5) WHAT ARE THE RESPONSIBILITIES OF THE EMPLOYER IN THE OPERATION OF A WORK EXPERIENCE EDUCATION PROGRAM, (6) WHAT ARE THE LEGAL RESPONSIBILITIES INVOLVED IN THE OPERATION OF A WORK EXPERIENCE EDUCATION PROGRAM, (7) HOW CAN GOOD PUBLIC RELATIONS BE MAINTAINED, AND (8) HOW CAN A WORK EXPERIENCE EDUCATION PROGRAM BE EVALUATED. THE APPENDIX INCLUDES LEGAL AUTHORIZATIONS GOVERNING WORK EXPERIENCE, SAMPLE APPLICATIONS AND FORMS, A SUGGESTED COURSE OUTLINE, AND PERTINENT CALIFORNIA GOVERNMENTAL OFFICE ADDRESSES. (15M)

VT 002 079 ED 017 657

KARNES, JAMES R.
MEDICAL RECORD TECHNOLOGY, A COURSE OF STUDY DESIGNED FOR COOPERATIVE PART-TIME STUDENTS EMPLOYED IN MEDICAL RECORD LIBRARIES.

MISSOURI STATE DEPT. OF EDUCATION, JEFFERSON CITY, INDUSTRIAL EDUCATION SECTION.; MISSOURI UNIV., COLUMBIA, DEPT. OF INDUSTRIAL EDUCATION.

EDRS PRICE MF \$0.65 HC NOT AVAILABLE FROM EDRS.

PUB DATE - AUG 64 136P.

DESCRIPTORS - ASSIGNMENTS; *COOPERATIVE EDUCATION; GRADE 11; *HEALTH OCCUPATIONS EDUCATION; *MEDICAL RECORD TECHNICIANS; POST SECONDARY EDUCATION; STUDENT RECORDS; *STUDY GUIDES

ABSTRACT - DESIGNED FOR USE BY ELEVENTH GRADE COOPERATIVE PART-TIME STUDENTS EMPLOYED IN MEDICAL RECORD LIBRARIES, THIS GUIDE MAY ALSO BE USED IN AREA VOCATIONAL OR POST-HIGH SCHOOL SETTINGS. IT WAS DEVELOPED BY A CONSULTANT COMMITTEE, TEACHER EDUCATORS, AND RESEARCH ASSISTANTS AT THE STATE LEVEL AND REVISED AFTER USE IN THE FIELD. THE CONTENT OBJECTIVES ARE FOR STUDENT MASTERY OF JOB SKILLS AND PROCEDURES, COMPREHENSION OF INFORMATION BASIC TO THE OCCUPATION, AND DEVELOPMENT OF ESSENTIAL PERSONAL-SOCIAL TRAITS. ASSIGNMENT SHEETS PROVIDE BASIC INFORMATION, RELATED READINGS, EXERCISES RELATED TO THE WORK SITUATION, AND OBJECTIVE-TYPE TESTS FOR THE AREAS: (1) THE MEDICAL RECORD LIBRARIAN AND TECHNICIAN, (2) VALUES AND USES OF THE MEDICAL RECORD, (3) BASIC AND SPECIAL MEDICAL RECORDS, (4) RESPONSIBILITY IN RECORD PREPARATION, (5) MEDICAL TERMINOLOGY, (6) FILMING AND FILING PROCEDURES, (7) DISEASE AND OPERATION

NOMENCLATURE, (8) INDEXING PROCEDURES, (9) THE "INTERNATIONAL CLASSIFICATION OF DISEASES" AND DATA PROCESSING PROCEDURES, (10) STATISTICAL DATA, (11) LEGAL ASPECTS, (12) INTERDEPARTMENTAL RELATIONS, AND (14) INTRADPARTMENTAL ORGANIZATION. AN ANALYSIS OF MEDICAL RECORD TECHNOLOGY AND PROGRESS RECORDS TO BE COMPLETED BY THE EMPLOYER, TEACHER, AND STUDENT ARE INCLUDED. THE MATERIAL SHOULD BE USED WITH RELATED INSTRUCTION FOR INDIVIDUAL STUDENTS BY A QUALIFIED COORDINATOR OR COMPETENT HEALTH OCCUPATIONS TEACHER. THE TIME ALLOTMENT IS 180 DAYS. THIS DOCUMENT IS AVAILABLE FOR \$1.50 FROM INDUSTRIAL EDUCATION, 103 INDUSTRIAL EDUCATION BUILDING, UNIVERSITY OF MISSOURI, COLUMBIA, MISSOURI 65201. (14)

VT 004 855 ED 017 727

HARRIS, JAMES N.; SHERARD, AUSTELL O.
WORKSHOP ON ORGANIZATION AND OPERATION OF COOPERATIVE WORK EXPERIENCE PROGRAMS IN TRADE AND INDUSTRIAL EDUCATION. (TUSKEGEE INSTITUTE, AUGUST 14-SEPTEMBER 1, 1967). FINAL REPORT.

TUSKEGEE INST., ALA.
EDRS PRICE MF \$0.65 HC \$6.50
PUB DATE - 67 177P.

DESCRIPTORS - COLLEGES; *COOPERATIVE EDUCATION; DISADVANTAGED GROUPS; EDUCATIONAL OBJECTIVES; EMPLOYER ATTITUDES; *GUIDELINES; HIGH SCHOOLS; ORGANIZATION; PROGRAM ADMINISTRATION; *PROGRAM EVALUATION; SCHOOL INDUSTRY RELATIONSHIP; STATE DEPARTMENTS OF EDUCATION; TEACHER EDUCATION; *TRADE AND INDUSTRIAL EDUCATION; *WORKSHOPS

ABSTRACT - THIRTY-NINE TRADE AND INDUSTRIAL AND VOCATIONAL TECHNICAL TEACHERS AND SUPERVISORS FROM 19 STATES PARTICIPATED IN A WORKSHOP TO PLAN AND EXECUTE A COMPREHENSIVE EXAMINATION AND EVALUATION OF THE COOPERATIVE WORK EXPERIENCE PLAN OF EDUCATION RELATIVE TO TRADE AND INDUSTRIAL EDUCATION. THE WORKSHOP ORGANIZATION INCLUDED CONSULTANT PRESENTATIONS, GROUP DISCUSSIONS, TASK FORCE PARTICIPATION AND REPORTS, AND REACTOR PANELS. AN AUTHORITY IN SOME AREA OF VOCATIONAL-TECHNICAL OR TRADE AND INDUSTRIAL EDUCATION MADE A PRESENTATION AT THE BEGINNING OF EACH DAY OF THE WORKSHOP. THESE PRESENTATIONS, INCLUDED IN THE DOCUMENT, WERE (1) "THE COOPERATIVE WORK EXPERIENCE PROGRAM--A PERSPECTIVE VIEW" AND "WHAT IS THE APPROPRIATE EDUCATIONAL LEVEL FOR OFFERING COOPERATIVE WORK EXPERIENCE PROGRAMS," BY F. H. CARTER, (2) "AIMS AND OBJECTIVES OF COOPERATIVE EDUCATION," BY F. VANDERGRIFF, (3) "WHO IS TO BE SERVED BY COOPERATIVE WORK EXPERIENCE PROGRAMS," BY W. W. WOLANSKY, (4) "ADVANTAGES OF COOPERATIVE WORK EXPERIENCE PROGRAMS," BY J. A. JARVIS, (5) "THE INGREDIENTS OF A MODEL COOPERATIVE WORK-STUDY PROGRAM" AND "GUIDELINES FOR THE COOPERATIVE WORK EXPERIENCE PROGRAM," BY W. M. BATESON, (6) "ORGANIZATION AND ADMINISTRATION OF COOPERATIVE WORK EXPERIENCE PROGRAMS" AND "RECOMMENDED PRACTICES FOR COOPERATIVE WORK EXPERIENCE PROGRAMS," BY G. H. MILLER, (7) "CURRENT DEVELOPMENTS AND TRENDS IN COOPERATIVE WORK EXPERIENCE PROGRAMS RELATING TO TRADE AND INDUSTRIAL EDUCATION," BY E. M. EDDY, (8) "INDUSTRY'S ATTITUDE TOWARD

COOPERATIVE EDUCATION," BY W. R. GOLDSTON AND F. W. RAGAN, JR., (9) "THE ROLE OF STATE EDUCATION DEPARTMENTS AS RELATED TO COOPERATIVE EDUCATION," BY J. F. INGRAM, AND (10) "THE DISADVANTAGES AND IMPLICATIONS FOR COOPERATIVE EDUCATION," BY W. V. PAYNE. (2M)

JC 680 105 ED 018 222

RYAN, PAUL R.
WHY INDUSTRY NEEDS THE JUNIOR COLLEGE.

NORTH AMERICAN ROCKWELL CORP., DOWNEY, CALIF.
SPACE DIV.

EDRS PRICE MF \$0.65 HC \$3.29
PUB DATE - 67 15P.

DESCRIPTORS - *AEROSPACE INDUSTRY;
*COOPERATIVE PLANNING; COOPERATIVE PROGRAMS;
*JUNIOR COLLEGES; SCHOOL COMMUNITY COOPERATION; *SCHOOL INDUSTRY RELATIONSHIP;
*TECHNICAL EDUCATION
IDENTIFIERS - CALIFORNIA; COMPTON; DOWNEY

ABSTRACT - IN AN ERA OF RAPID INCREASES IN THE RATE OF TECHNOLOGICAL ADVANCEMENT, THE ECONOMIC SURVIVAL OF INDUSTRIAL FIRMS DEPENDS UPON THE KNOWLEDGE AND SKILLS OF THEIR EMPLOYEES. NORTH AMERICAN ROCKWELL'S SPACE DIVISION HAS DEVELOPED A PROGRAM AROUND JUNIOR COLLEGE TRAINING. PROGRAM GOALS ARE IMPROVEMENT OF EDUCATIONAL STANDARDS, ENRICHING THE JUNIOR COLLEGE CURRICULUM, PROVIDING EMPLOYABLE PEOPLE FOR AVAILABLE JOBS, AND ENHANCING WORKMANSHIP OF THE FIRM. FIVE FACTORS CONTRIBUTE TO THE PROGRAM'S SUCCESS--(1) THE LOCAL COLLEGES AND INDUSTRY ARE MUTUALLY RESPONSIVE TO EACH OTHER'S NEEDS, (2) TECHNICAL SPECIALISTS SERVE AS JUNIOR COLLEGE INSTRUCTORS, (3) INDUSTRIAL TECHNICAL TRAINING AIDS SUPPLEMENT COLLEGE TEACHING, (4) JUNIOR COLLEGES HAVE OUTSTANDING RESOURCES FOR TRAINING TECHNICIANS, AND (5) A CLOSE PERSONAL RELATIONSHIP HAS DEVELOPED BETWEEN COLLEGE AND INDUSTRY PERSONNEL. COOPERATIVE PLANNING OF COURSES AND PROGRAMS RESULTS FROM DAY-TO-DAY COMMUNICATION. TWO COMMON PROBLEMS ARE OVERCOMING INERTIA AND EDUCATING LESS GIFTED STUDENTS. EXAMPLES OF PROGRAMS AND PROCESSES OF ESTABLISHING THEM ARE INCLUDED. THIS PAPER WAS PRESENTED AT THE ANNUAL MEETING OF THE PACIFIC-SOUTHWEST SECTION OF THE AMERICAN SOCIETY FOR ENGINEERING EDUCATION (33RD, CHANDLER, ARIZONA, DECEMBER 28-30, 1967). (W)

VT 000 557 ED 018 540

FESTANTE, PETER J. AND OTHERS
A GUIDE FOR PART-TIME COOPERATIVE EDUCATION PROGRAMS.

NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON, DIV. OF VOCATIONAL EDUCATION.; TRENTON STATE COLL., N.J. DEPT. OF INDUSTRIAL EDUCATION AND TECHNOLOGY.

EDRS PRICE MF \$0.65 HC \$3.29
PUB DATE - DEC 65 59P.

DESCRIPTORS - *COOPERATIVE EDUCATION;
INSTRUCTOR COORDINATORS; LAWS; PROGRAM COORDINATION; PROGRAM DEVELOPMENT; *PROGRAM GUIDES; PROGRAM PLANNING; *VOCATIONAL EDUCATION

ABSTRACT - BOTH THE TEACHER-COORDINATOR

RESPONSIBLE FOR THE OPERATION OF A COOPERATIVE PROGRAM AND SCHOOL ADMINISTRATORS INTERESTED IN INITIATING A PART-TIME COOPERATIVE PROGRAM CAN USE THIS GUIDE. IT GIVES A HISTORICAL BACKGROUND OF COOPERATIVE EDUCATION AND THE NEW CONCEPTS PROPOSED IN THE VOCATIONAL EDUCATION ACT OF 1963 AND THE ECONOMIC OPPORTUNITY ACT. TYPES AND OPERATIONAL PATTERNS OF PART-TIME COOPERATIVE PROGRAMS ARE EXPLAINED. THE PURPOSES AND ADVANTAGES OF THE COOPERATIVE EDUCATION PROGRAM, THE RESPONSIBILITIES AND QUALIFICATIONS OF THE COORDINATOR, THE TECHNIQUES FOR OPERATING THE PROGRAM, AND CONSIDERATIONS FOR LOCATING AND EVALUATING WORK STATIONS AND SUPERVISING ON-THE-JOB TRAINING ARE PRESENTED. THE APPENDICES INCLUDE FEDERAL AND STATE LAWS AFFECTING THE PROGRAM, SAMPLE FORMS, AND A LIST OF AUDIOVISUAL AIDS FOR RELATED INFORMATION CLASSES. (P4)

VT 000 667 ED 018 543

WOOD, EUGENE S.
AN EVALUATION OF ILLINOIS POST-HIGH SCHOOL EDUCATIONAL PROGRAMS IN AGRICULTURE.

SOUTHERN ILLINOIS UNIV., CARBONDALE, SCHOOL OF AGRICULTURE.

EDRS PRICE MF \$0.65 HC \$3.29
SIUSA-PUB-28
PUB DATE - SEP 67 67P.

DESCRIPTORS - *AGRICULTURAL EDUCATION;
COLLEGE STUDENTS; *COOPERATIVE EDUCATION;
EDUCATIONAL BACKGROUND; GRADUATE SURVEYS;
INDIVIDUAL CHARACTERISTICS; JUNIOR COLLEGES;
*POST SECONDARY EDUCATION; *PROGRAM EVALUATION; STUDENT ATTITUDES; STUDENT EVALUATION; *VOCATIONAL FOLLOWUP
IDENTIFIERS - EMPLOYEE EVALUATION; ILLINOIS

ABSTRACT - THE MAJOR OBJECTIVE OF THIS STUDY WAS TO ANALYZE THE INFLUENCE OF FIVE POST-HIGH SCHOOL AGRICULTURAL PROGRAMS ON STUDENTS AND TO DETERMINE THE SUCCESS OF THESE STUDENTS WHEN EMPLOYED. A TOTAL OF 183 FIRST-YEAR AND 38 SECOND-YEAR STUDENTS, 17 DROPOUTS OR TRANSFERS AND 26 GRADUATES WERE STUDIED. INFORMATION WAS COLLECTED FROM HIGH SCHOOL RECORDS AND JOB EVALUATION FORMS COMPLETED BY STUDENTS, GRADUATES, COLLEGE SUPERVISORS, AND EMPLOYERS. THE EMPLOYERS AND COLLEGE SUPERVISORS IN GENERAL RATED ALL STUDENT EMPLOYEES HIGH IN INTEGRITY, DEPENDABILITY, COOPERATION, COURTESY, PERSONAL APPEARANCE, ATTITUDE, AND EMOTIONAL STABILITY AND AVERAGE IN INITIATIVE, JUDGMENT, AND LEADERSHIP. BOTH COLLEGE SUPERVISORS AND EMPLOYERS RATED THEM LOWER ON SKILLS THAN ON GENERAL TRAITS. EMPLOYERS INDICATED THAT 95 PERCENT OF THE ON-THE-JOB TRAINING STUDENTS WOULD BE ACCEPTABLE AS PERMANENT EMPLOYEES. THE MAJORITY OF STUDENTS INDICATED A PREFERENCE FOR A 2-YEAR PROGRAM ALTHOUGH ONE-THIRD WERE INTERESTED IN A COURSE OF MORE THAN 2 YEARS. OF THE GRADUATES, ONLY 11.5 PERCENT WERE EMPLOYED OUTSIDE OF AGRICULTURE. OVER ONE-HALF REMAINED AS PERMANENT EMPLOYEES AT THEIR ON-THE-JOB TRAINING STATION. THE AVERAGE ANNUAL SALARY OF THE 13 REPORTING IT WAS \$5,746. THEY RATED ON-THE-JOB TRAINING AND COURSE WORK IN AGRICULTURE AS THE MOST VALUABLE PART OF THE TRAINING PROGRAM. NEARLY THREE-FOURTHS INDICATED THEY WOULD LIKE

ADDITIONAL TRAINING IN THE FIELD IN WHICH THEY SPECIALIZED, A SECONDARY SCHOOL RECORD FORM, STUDY EVALUATION FORMS, AND OTHER RELATED INFORMATION ARE INCLUDED. (WB)

VT 005 620 ED 020 430
GUIDE TO SELECTION OF CLINICAL FACILITIES FOR AN ASSOCIATE DEGREE NURSING PROGRAM.

NEW YORK STATE EDUCATION DEPT., ALBANY.
EDRS PRICE MF \$0.65 HC \$3.29
PUB DATE - 66 31P.

DESCRIPTORS - AGENCY ROLE; ASSOCIATE DEGREES; COMMUNITY COLLEGES; *COOPERATIVE PROGRAMS; EVALUATION CRITERIA; *GUIDELINES; *HEALTH FACILITIES; *HEALTH OCCUPATIONS EDUCATION; HOSPITALS; INTERAGENCY COOPERATION; JUNIOR COLLEGES; *NURSES; PROGRAM ADMINISTRATION; PROGRAM DEVELOPMENT; RECORDS (FORMS); SCHOOL ROLE; SELECTION

ABSTRACT - DEVELOPED AS AN AID TO COLLEGE PERSONNEL IN SELECTING CLINICAL FACILITIES, THE GUIDE ALSO SERVES TO ASSIST OFFICIALS OF COOPERATING AGENCIES TO UNDERSTAND THE TYPE AND QUALITY OF FACILITIES NEEDED. BASIC CONSIDERATIONS INCLUDE THE PHILOSOPHY OF THE EDUCATIONAL PROGRAM AND THE ATTITUDES OF THE PERSONNEL OF THE POTENTIAL COOPERATING AGENCY TO THE EDUCATIONAL PROGRAM, PATIENTS, AND AGENCY NURSING STAFF. PHYSICAL FACILITIES ARE DISCUSSED IN TERMS OF PATIENT CARE AREAS, EQUIPMENT AND SUPPLIES, INSTRUCTIONAL AREAS, LIBRARY FACILITIES, ACCESSIBILITY, DINING ROOM FACILITIES, AND THE MAINTENANCE AND AVAILABILITY OF RECORDS. NURSING CARE IS DISCUSSED IN RELATION TO STAFFING PATTERNS AND QUALITY OF CARE AND OVERALL AGENCY ADMINISTRATION IN RELATION TO THE IMPORTANCE OF ADMINISTRATIVE UNDERSTANDING, HOSPITAL AND MEDICAL ORGANIZATION, AND SUPPLEMENTARY AND RELATED SERVICES. A DISCUSSION OF FORMAL CONTRACTUAL AGREEMENTS INCLUDES A LISTING OF TOPICS WHICH SHOULD BE CONSIDERED IN SURVEYING AN AGENCY AND A CHECKLIST FOR USE IN SURVEYING. APPENDIXES INCLUDE A SAMPLE CONTRACTUAL AGREEMENT AND A LIST OF 17 TYPES OF ORGANIZATIONS AND AGENCIES THAT MAY PROVIDE EDUCATIONAL EXPERIENCES. (JK)

VT 003 561 ED 021 049
SCHILL, WILLIAM JOHN
CONCURRENT WORK-EDUCATION (PROGRAMS IN THE 50 STATES 1965-66). INITIAL DRAFT.

ILLINOIS UNIV., CHAMPAIGN. WORK-EDUCATION RESEARCH CENTER.
EDRS PRICE MF \$0.65 HC \$3.29
PUB DATE - 66 74P.

DESCRIPTORS - COOPERATIVE EDUCATION; *COOPERATIVE PROGRAMS; DEMOGRAPHY; ECONOMIC FACTORS; *EXPENDITURES; HIGH SCHOOLS; *NATIONAL SURVEYS; ORGANIZATION; POST SECONDARY EDUCATION; PROGRAM DESCRIPTIONS; QUESTIONNAIRES; *STUDENT ENROLLMENT; VOCATIONAL EDUCATION; *WORK STUDY PROGRAMS

ABSTRACT - A DESCRIPTIVE REPORT OF THE CONDUCT OR STATUS OF CONCURRENT WORK-EDUCATION PROGRAMS IN EACH OF THE 50 STATES IS PRESENTED. DATA ARE REPORTED FOR TWO DISTINCT PROGRAMS--(1) COOPERATIVE EDUCATION, A PROGRAM IN WHICH THE STUDENTS WORK PART-

TIME AND STUDY IN A FORMAL CLASSROOM SETTING PART-TIME, AND (2) WORK-STUDY, A PROGRAM IN WHICH STUDENTS IN VOCATIONAL PROGRAMS, WHO HAVE NEED OF FINANCIAL ASSISTANCE IN ORDER TO REMAIN IN SCHOOL, ARE PLACED IN PUBLIC AGENCIES, MAINLY THE LOCAL SCHOOL. DATA WERE OBTAINED FROM EACH OF THE 50 STATE DEPARTMENT OF EDUCATION OFFICES VIA PERSONAL VISITS AND FROM A SAMPLE OF INDIVIDUAL SCHOOL DISTRICTS VIA MAILED QUESTIONNAIRES. OF 1,836 QUESTIONNAIRES SENT TO A RANDOM SAMPLE OF 1,757 HIGH SCHOOLS AND 88 POST-HIGH SCHOOLS IN THE UNITED STATES, 1,535 WERE RETURNED. APPROXIMATELY 18,000 HIGH SCHOOLS OFFERED GRADES 10, 11, AND 12 IN THE UNITED STATES DURING 1965-66. OF THESE, 2,509 HAD A WORK-STUDY OFFERING AND 3,333 HAD COOPERATIVE-EDUCATION PROGRAMS. THERE WERE 44,817 HIGH SCHOOL STUDENTS AND 7,418 POST-HIGH SCHOOL STUDENTS ENROLLED IN WORK-STUDY PROGRAMS, AND 117,035 HIGH SCHOOL STUDENTS AND 4,243 POST-HIGH SCHOOL STUDENTS ENROLLED IN COOPERATIVE-EDUCATION PROGRAMS. CORRELATIONS WERE COMPUTED BETWEEN ENROLLMENTS IN THE PROGRAMS AND SELECTED DEMOGRAPHIC, ECONOMIC, AND ORGANIZATIONAL VARIABLES RELATED TO THE INDIVIDUAL SCHOOLS. ENROLLMENTS BY STATES AND VOCATIONAL EDUCATION AREAS AND EXPENDITURES BY STATES ARE INCLUDED. (PS)

VT 001 347 ED 021 956
BARLOW, MELVIN L.
A SURVEY OF JUNIOR COLLEGE WORK EXPERIENCE EDUCATION PROGRAMS, 1962-63.

CALIFORNIA STATE DEPT. OF EDUCATION, SACRAMENTO. BUREAU OF INDUSTRIAL EDUCATION.; CALIFORNIA UNIV., LOS ANGELES. DIV. OF VOCATIONAL EDUCATION.
EDRS PRICE MF \$0.65 HC \$3.29
PUB DATE - OCT 63 98P.

DESCRIPTORS - *COOPERATIVE EDUCATION; JUNIOR COLLEGES; ORGANIZATION; PROGRAM ADMINISTRATION; *PROGRAM DESCRIPTIONS; PROGRAM PLANNING; *STATE SURVEYS; VOCATIONAL EDUCATION; WORK EXPERIENCE PROGRAMS
IDENTIFIERS - CALIFORNIA

ABSTRACT - WORK EXPERIENCE PROGRAMS IN 18 CALIFORNIA JUNIOR COLLEGES WERE STUDIED. DATA FOR THE 1962-1963 SCHOOL YEAR WERE GATHERED THROUGH PERSONAL INTERVIEWS WITH REPRESENTATIVES OF THE COLLEGES. INFORMATION ON THE STATUS OF APPROVED PROGRAMS, SUPERIOR PRACTICES, PRINCIPAL DIFFICULTIES ENCOUNTERED, AND SUGGESTIONS FOR ORGANIZING AND CONDUCTING WORK EXPERIENCE PROGRAMS IS GIVEN. PROGRAM STATUS IS SUMMARIZED IN 21 TABLES AND 14 FIGURES WHICH INCLUDE SUBJECT FIELDS OFFERED, PROGRAM EXPANSION PLANS, LENGTH OF PROGRAMS, AND THE COST PER STUDENT. SOME ELEMENTS OF SUPERIOR PROGRAMS INCLUDED: (1) THE TOTAL WORK EXPERIENCE PROGRAM INVOLVED ACTIVITIES CHALLENGING TO THE STUDENT AND DIRECTLY RELATED TO THE GOALS OF THE PROGRAM, (2) CRITERIA WERE ESTABLISHED FOR STUDENT SELECTION, AND (3) AN OBJECTIVE EVALUATION SYSTEM FOR THE PROGRAM WAS MAINTAINED. SOME OF THE SUGGESTIONS FOR ORGANIZING AND CONDUCTING A PROGRAM COVERED RELATED INSTRUCTION, SCHOOL CREDIT, ADVISORY COMMITTEES, AND SCHOOL PERSONNEL ORIENTATION. (SL)

JC 680 366 ED 023 371
SELECTED PAPERS FROM NORTHERN ILLINOIS
UNIVERSITY COMMUNITY COLLEGE CONFERENCES,
1967-1968.

NORTHERN ILLINOIS UNIV., DE KALB. COMMUNITY
COLL. SERVICES.
EDRS PRICE MF \$0.65 HC \$6.58
PUB DATE - AUG 68 151P.

DESCRIPTORS - BOARD ADMINISTRATOR
RELATIONSHIP; CONFERENCES; *FOUNDATION
PROGRAMS; GOVERNING BOARDS; *JUNIOR COLLEGES;
*LIBRARY SERVICES; PRESIDENTS; *SPEECH
INSTRUCTION; *WORK STUDY PROGRAMS
IDENTIFIERS - *ILLINOIS

ABSTRACT - THE FIRST SEVEN PAPERS OF THIS
CONFERENCE DEAL WITH THE JUNIOR COLLEGE
FOUNDATION, ITS VALUE, FUNCTIONS,
ORGANIZATION, AND EXAMPLES OF BY-LAWS. TWO
PAPERS DISCUSS THE SCOPE AND DEVELOPMENT OF A
SPEECH COURSE. FIVE PAPERS EXAMINE THE
REQUIREMENTS OF THE LIBRARY AS A MULTI-MEDIA
CENTER, HOUSING NOT ONLY BOOKS BUT ALSO
FILMS, RECORDS, TAPES, ETC. AND POINT OUT
THAT THE LIBRARY MUST MAKE ALLOWANCE FOR
INCREASED AUTOMATION OF ITS SERVICES. THESE
PAPERS REDEFINE BOTH THE LIBRARY'S AND
LIBRARIAN'S FUNCTIONS AND COVER THE PLANNING,
PHILOSOPHICALLY AND ARCHITECTURALLY, OF A
LEARNING CENTER, FACULTY ATTITUDES AND
INVOLVEMENT, AND THE IDEAL AND EFFICIENT USE
OF A RESOURCE CENTER. TWO PAPERS DISCUSS THE
COLLEGE BOARD; ONE TELLS HOW TO ACHIEVE A
GOOD RELATIONSHIP BETWEEN THE BOARD AND THE
PRESIDENT; THE OTHER DESCRIBES IN DETAIL THE
STRUCTURE OF A JUNIOR COLLEGE BOARD IN
ILLINOIS. ANOTHER SPEECH GIVES AN EXAMPLE OF
HOW TO ORGANIZE WORK-STUDY PROGRAMS IN
COOPERATION WITH INDUSTRY, AND STILL ANOTHER
LOOKS AT THE PRESIDENT IN THE ROLES OF
CONSULTANT AND DELEGATOR. THE FINAL PAPER
ADDRESSES THE CONFERENCE ON THE COMMUNITY
COLLEGE MISSION IN A TIME OF SPECIAL
REVOLUTION. (HH)

JC 680 388 ED 023 387
BARON, ANTHONY R.
NON-INTELLECTIVE VARIABLES RELATED TO
SUCCESSFUL AND UNSUCCESSFUL STUDENTS IN A
JUNIOR COLLEGE.

EDRS PRICE MF \$0.65 HC \$3.29
PUB DATE - 68 11P.

DESCRIPTORS - *ACADEMIC ACHIEVEMENT;
*DEMOGRAPHY; *FEMALES; *JUNIOR COLLEGES;
*WORK STUDY PROGRAMS
IDENTIFIERS - *MISSOURI

ABSTRACT - THIS INVESTIGATION SOUGHT TO
DETERMINE WHICH, IF ANY, OF 14 DEMOGRAPHIC
VARIABLES AFFECTED JUNIOR COLLEGE SUCCESS. (A
GPA OF 2.0 WAS CONSIDERED SUCCESSFUL ACADEMIC
ACHIEVEMENT.) THE RESPONSES OF 135 FULL-TIME
DAY STUDENTS WERE ANALYZED USING CHI-SQUARE.
THE STUDENTS WERE ALL OF THOSE ENROLLED IN
ELECTRONICS TECHNOLOGY AND NURSING AND A
RANDOM SELECTION FROM THE TRANSFER PROGRAM.
THE VARIABLES WERE (1) RESIDENCY (IN OR OUT
OF THE COLLEGE DISTRICT), (2) AGE, (3) SEX,
(4) SIZE OF HIGH SCHOOL GRADUATING CLASS, (5)
TYPE OF HIGH SCHOOL, (6) CURRICULUM FOLLOWED
IN HIGH SCHOOL, (7) MARITAL STATUS, (8)

HOUSING ARRANGEMENTS (ON OR OFF CAMPUS, WITH
PARENTS, OR ALONE), (9) AUTOMOBILE OWNERSHIP,
(10) LEVEL OF ASPIRATION, (11) FINANCIAL
NEED, (12) VOCATIONAL ROLE, (13)
EXTRACURRICULAR PLANS, AND (14) WORK PLANS.
THE RESULTS SHOWED THAT ONLY TWO OF THESE
FACTORS SIGNIFICANTLY DIFFERENTIATED BETWEEN
SUCCESSFUL AND UNSUCCESSFUL STUDENTS. THE
CHANCES OF SUCCESS WERE GREATER IF THE
STUDENT WERE FEMALE AND/OR WERE PLANNING TO
WORK PART TIME. FURTHER INVESTIGATION OF
SPECIFIC NON-INTELLECTIVE VARIABLES AND THEIR
INFLUENCE ON ACADEMIC SUCCESS IS RECOMMENDED
TO INCREASE OUR KNOWLEDGE OF STUDENT
BEHAVIOR. (HH)

JC 680 402 ED 023 397
THE ROCK VALLEY COLLEGE CAREER ADVANCEMENT
PROGRAM.

ROCK VALLEY COLL., ROCKFORD, ILL.
EDRS PRICE MF \$0.65 HC \$3.29
PUB DATE - 66 23P.

DESCRIPTORS - CAREERS; *INDUSTRIAL TRAINING;
*JUNIOR COLLEGES; OCCUPATIONS;
SUBPROFESSIONALS; *TECHNICAL EDUCATION;
*TRADE AND INDUSTRIAL EDUCATION; VOCATIONAL
EDUCATION; *WORK STUDY PROGRAMS
IDENTIFIERS - *ILLINOIS

ABSTRACT - THE CAREER ADVANCEMENT PROGRAM
(CAP) IS A JOINT EFFORT BY A 2-YEAR COLLEGE
AND INDUSTRIAL FIRMS IN ITS DISTRICT TO
EXPAND EDUCATIONAL OPPORTUNITIES, TO MATCH
COLLEGE PROGRAMS TO LOCAL NEEDS, AND TO HELP
INDUSTRY MEET ITS PRESENT AND FUTURE
TECHNICAL MANPOWER NEEDS. CAP HAS WORKED TO
ATTRACT STUDENTS, FULL- OR PART-TIME, TO
TECHNICAL TRAINING. MECHANICAL TECHNOLOGY AND
ELECTRONICS ADVISORY COMMITTEES SET UP A
WORK-STUDY PROGRAM, WITH INDUSTRY TAKING THE
LEAD IN RECRUITMENT AND IN-PLANT TRAINING.
STUDENTS ARE TOLD OF THE PROGRAM THROUGH THE
NEWS MEDIA AND BY VISITS OF BOTH COLLEGE AND
INDUSTRY PERSONNEL TO THE HIGH SCHOOLS. SO
FAR, 36 COMPANIES HAVE PARTICIPATED, WITH
REQUESTS FOR 186 STUDENT-EMPLOYEES; 76
STUDENTS ENROLLED IN THE FIRST CAP GROUP.
THIS PAPER LISTS THE PROGRAM'S ADVANTAGES;
CAREER ADVANCEMENT, EARN WHILE STUDYING,
CONTINUED EDUCATION, COMMUNITY ENTHUSIASM,
ETC. IT ALSO POINTS OUT FOUR MAIN PROBLEMS
AND THEIR SOLUTIONS: (1) THE NEED FOR GOOD
COMMUNICATION BETWEEN COLLEGE AND COMPANY IS
SOLVED BY DEALING WITH A SINGLE LIAISON MAN
AT EACH FIRM; (2) IF A STUDENT SEEKS AN
UNSUITABLE JOB, THE COMPANY PUTS HIM IN TOUCH
WITH THE COLLEGE FOR REDIRECTION TO SUITABLE
WORK OR TO CAP; (3) HIGH SCHOOL STUDENTS ARE
OFTEN DEFICIENT IN MATHEMATICS; CAP THEREFORE
HAS ITS OWN SPECIAL COUNSELOR; (4)
COORDINATION OF CLASS AND IN-PLANT TRAINING
SCHEDULES IS COMPLEX, BUT IT CAN BE
ACCOMPLISHED BY COOPERATION BETWEEN COMPANY
AND COLLEGE PERSONNEL. GUIDELINES AND OTHER
DETAILS OF THE PROGRAM ARE APPENDED. (HH)

VT 006 911 ED 023 806
SCHILL, WILLIAM JOHN
CONCURRENT WORK-EDUCATION; PROGRAMS IN THE 50
STATES, 1965-66.

OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF \$0.65 HC \$6.58

BR-6-2851
PUB DATE - ND 118P.

DESCRIPTORS - BUSINESS EDUCATION; COOPERATIVE EDUCATION; COOPERATIVE PROGRAMS; DISTRIBUTIVE EDUCATION; EXPENDITURES; HIGH SCHOOLS; *NATIONAL SURVEYS; POST SECONDARY EDUCATION; PROGRAM ADMINISTRATION; PROGRAM DESCRIPTIONS; PROGRAM EFFECTIVENESS; STUDENT ENROLLMENT; TRADE AND INDUSTRIAL EDUCATION; VOCATIONAL AGRICULTURE; *VOCATIONAL EDUCATION; *WORK EXPERIENCE PROGRAMS; *WORK STUDY PROGRAMS

ABSTRACT - TO DESCRIBE CONCURRENT WORK-EDUCATION PROGRAMS IN EACH OF THE 50 STATES, DATA WERE SOLICITED FROM EACH STATE OFFICE BY PERSONAL VISIT AND FROM INDIVIDUAL SCHOOL DISTRICTS BY MAILED QUESTIONNAIRE. REPORTS WERE MADE TO THE U.S. OFFICE OF EDUCATION BY THE STATES AND REPORTS MADE BY INDIVIDUAL SCHOOL DISTRICTS TO STATE OFFICES WERE UTILIZED. SOME FINDINGS WERE: (1) MODE ENROLLMENT IN DISTRIBUTIVE EDUCATION PROGRAMS WAS 20 STUDENTS, WITH A SIGNIFICANT PORTION OF THE PROGRAMS CLUSTERED IN CITIES OVER 50,000; (2) THE MODE ENROLLMENT IN BUSINESS EDUCATION PROGRAMS WAS 18 STUDENTS WITH PROGRAMS CONCENTRATED IN CITIES OVER 50,000 POPULATION; (3) THE MODE ENROLLMENT IN TRADE AND INDUSTRIAL COOPERATIVE PROGRAMS WAS 25 STUDENTS CONCENTRATED PRIMARILY IN INDUSTRIAL CENTERS; (4) DIVERSIFIED OCCUPATIONS SHOWED NO RELATIONSHIP TO POPULATION DENSITY AND SHOWED A MODE STUDENT ENROLLMENT OF 25; (5) 75 PERCENT OF THE COOPERATIVE AGRICULTURE PROGRAMS ENROLLED 12 OR FEWER STUDENTS; (6) THERE WERE 2,451 SCHOOLS WITH COOPERATIVE PROGRAMS BUT NO WORK STUDY PROGRAMS, AND 1,823 SCHOOLS WITH WORK STUDY PROGRAMS AND NO COOPERATIVE PROGRAMS, AND (7) TWO-THIRDS OF THE SCHOOLS WITH COOPERATIVE WORK-EDUCATION PROGRAMS HAD ONLY ONE OFFERING. DESCRIPTIONS OF STUDENT AND PROGRAM CHARACTERISTICS AND A BIBLIOGRAPHY ARE INCLUDED. A PRELIMINARY DRAFT IS AVAILABLE AT VT 003 561. (DM)

SP 002 037 ED 025 471
KLEIN, WILLIAM; AND OTHERS
NEW CAREERS: A MANUAL OF ORGANIZATION AND DEVELOPMENT.

UNIVERSITY RESEARCH CORP., WASHINGTON, D.C.
INFORMATION CLEARINGHOUSE.
MANPOWER ADMINISTRATION (DOL), WASHINGTON, D.C. BUREAU OF WORK-TRAINING PROGRAMS.
EDRS PRICE MF \$0.65 HC \$3.29
NEW CAREERS INST., UNIV. RES. CORPORATION,
1424 16TH ST., N.W., WASHINGTON, D.C. 20036.
PUB DATE - SEP 68 15P.

DESCRIPTORS - GROUP COUNSELING; GUIDELINES; *HUMAN SERVICES; *JOB TRAINING; *MANPOWER DEVELOPMENT; MANUALS; *NONPROFESSIONAL PERSONNEL; OFF THE JOB TRAINING; ON THE JOB TRAINING; ORGANIZATION; PROGRAM EVALUATION; QUALIFICATIONS; RECRUITMENT; RESEARCH; SELECTION; *SMALL GROUP INSTRUCTION; SOCIAL SERVICES; VOCATIONAL ADJUSTMENT; WORK ATTITUDES; WORK EXPERIENCE PROGRAMS
IDENTIFIERS - CORE GROUP; *NEW CAREERS PROGRAM

ABSTRACT - BASED UPON MATERIAL DRAWN FROM EXPERIMENTAL PROGRAMS AT HOWARD UNIVERSITY INSTITUTE FOR YOUTH STUDIES (1964-67), THIS

MANUAL IS INTENDED FOR THOSE WISHING TO TRAIN WORKERS AS NONPROFESSIONALS IN THE HUMAN SERVICES (HEALTH, EDUCATION, MENTAL HEALTH, RECREATION, CHILD CARE, RESEARCH, AND COMMUNITY ORGANIZATION) AND IS DESIGNED TO BE USED WITH SP 002 033, SP 002 034, SP 002 035, AND OTHER RELATED CURRICULUM MANUALS ON SPECIFIC OCCUPATIONAL AND SKILL AREAS. WHILE THE MANUAL IS PREDICATED UPON CORE-GROUP TRAINING, I.E., ALL TRAINEES RECEIVE A BASE OF COMMON GENERIC TRAINING, THE AUTHORS NONETHELESS RECOMMEND THE MANUAL, ON THE BASIS OF ITS GENERIC APPROACH, FOR TRAINING PROGRAMS NOT USING THE CORE-GROUP MODEL. FIVE MAJOR TOPICS ARE COVERED: (1) THE NONPROFESSIONAL WORKER IN HUMAN SERVICES; (2) JOB DEVELOPMENT; (3) QUALIFICATIONS, RECRUITMENT, AND SELECTION (TRAINEE QUALIFICATIONS AND THE RECRUITMENT AND SELECTION PROCESSES); (4) TRAINING (TRAINING METHODS, TRAINING CONTENT, RELATIONSHIPS WITH EMPLOYING AGENCIES, DURATION AND COMPLETION OF TRAINING, TRAINING GUIDELINES, AND TRAINING PROBLEMS); AND (5) RESEARCH AND PROGRAM EVALUATION (THE PURPOSES AND NATURE OF EVALUATION, THE DURATION OF EVALUATIVE STUDIES, AND THE RESEARCH STAFF). INCLUDED IS A 17-ITEM BIBLIOGRAPHY. (SG)

VT 007 542 ED 026 515

PLANNING AND CONDUCTING COOPERATIVE EDUCATION PROGRAMS IN AGRICULTURE IN THE STATE OF ARIZONA. A MANUAL OF GUIDELINES AND PROCEDURES.

ARIZONA UNIV., TUCSON. DEPT. OF AGRICULTURAL EDUCATION.
EDRS PRICE MF \$0.65 HC \$3.29
PUB DATE - 68 48P.

DESCRIPTORS - ADVISORY COMMITTEES; AREA VOCATIONAL SCHOOLS; *COOPERATIVE EDUCATION; CURRICULUM ENRICHMENT; GUIDELINES; HIGH SCHOOLS; JUNIOR COLLEGES; *OFF FARM AGRICULTURAL OCCUPATIONS; POLICY; PROGRAM ADMINISTRATION; PROGRAM DEVELOPMENT; PROGRAM EVALUATION; *PROGRAM GUIDES; *PROGRAM PLANNING; STANDARDS; *VOCATIONAL AGRICULTURE IDENTIFIERS - *ARIZONA

ABSTRACT - THIS OPERATION MANUAL SETS FORTH THE GUIDELINES, STANDARDS, POLICIES, AND PROCEDURES NECESSARY FOR PLANNING, ORGANIZING, AND ADMINISTERING COOPERATIVE EDUCATION PROGRAMS IN AGRICULTURE TO SERVE INDIVIDUALS ENTERING FARM RELATED OCCUPATIONS. ITS CONTENT WAS DEVELOPED IN A 2-WEEK SEMINAR CONDUCTED BY THE UNIVERSITY OF ARIZONA IN THE SUMMER OF 1968, WHICH WAS ATTENDED BY 40 TEACHERS OF VOCATIONAL AGRICULTURE, JUNIOR COLLEGE INSTRUCTORS, AND COUNTY VOCATIONAL-TECHNICAL COORDINATORS. THE CONTENT INCLUDES: (1) GUIDELINES, (2) POLICIES AND STANDARDS, (3) CONSULTING COMMITTEES, (4) COMMUNITY SURVEYS, (5) PROMOTING COOPERATIVE EDUCATION PROGRAMS IN AGRICULTURE, (6) SELECTING STUDENT-TRAINEES, (7) SELECTING TRAINING STATIONS, (8) LEGAL REQUIREMENTS FOR STUDENT WORKERS, (9) TRAINING PLANS AND AGREEMENTS, (10) TEACHING RELATED INSTRUCTION, (11) COORDINATION, (12) INSTRUCTOR AND STUDENT RECORDS, (13) FOLLOW-UP OF STUDENTS UPON GRADUATION, (14) EVALUATION OF STUDENT PROGRESS, AND (15) EVALUATION OF COOPERATIVE EDUCATION PROGRAMS.

(DM)

AC 003 850 ED 028 339

GOFF, MAURICE L.
SURVEY OF PRESENT METHODS OF FOLLOW-UP OF
PUBLIC POST SECONDARY SCHOOL GRADUATES IN
COOPERATIVE AND PREPARATORY VOCATIONAL
PROGRAMS AND DEVELOPMENT OF A FOLLOW-UP
PROCEDURE.

WYOMING UNIV., LARAMIE.
DOCUMENT NOT AVAILABLE FROM EDRS.
LIBRARY, UNIVERSITY OF WYOMING, LARAMIE,
WYOMING 82071
PUB DATE - JAN 68 221P.; ED. D. THESIS.

DESCRIPTORS - ADMINISTRATIVE PERSONNEL;
COOPERATIVE EDUCATION; *DATA COLLECTION;
DOCTORAL THESES; EDUCATIONAL ADMINISTRATION;
FOLLOWUP STUDIES; *GRADUATES; *POST SECONDARY
EDUCATION; PUBLIC EDUCATION; QUESTIONNAIRES;
RESEARCH; RESEARCH METHODOLOGY; STATE
PROGRAMS; STUDENT EVALUATION; *TECHNICAL
EDUCATION; *VOCATIONAL EDUCATION

ABSTRACT - A STUDY WAS MADE TO ASSESS
FOLLOWUP PROCEDURES FOR GATHERING INFORMATION
FROM GRADUATES OF PUBLIC POST SECONDARY
VOCATIONAL AND TECHNICAL PROGRAMS, AND TO
DEVELOP AN EFFECTIVE PROCEDURE INVOLVING A
MINIMUM OF TIME AND MONEY. THE PROCEDURE
DEVELOPED IN THIS STUDY WAS DESIGNED TO
SUPPLY DATA REQUESTED ANNUALLY BY THE U.S.
OFFICE OF EDUCATION. FIFTY STATE DIRECTORS
PROVIDED NAMES OF 168 LOCAL ADMINISTRATORS
USING SYSTEMATIC FOLLOWUPS, AND GAVE
SUGGESTIONS FOR DEVELOPING A PROCEDURE.
FINDINGS INCLUDED THE FOLLOWING: (1)
FOLLOWUPS WERE ALMOST EXCLUSIVELY CONDUCTED
AT THE LOCAL LEVEL; (2) OF 134 LOCAL
ADMINISTRATOR RESPONDENTS NAMED BY STATE
DIRECTORS AS USING SYSTEMATIC FOLLOWUPS,
15.4% HAD NO GRADUATES; (3) THE MOST COMMON
METHOD (USED BY 30.5% OF THE LOCAL
ADMINISTRATORS) WAS TO GET DATA FROM STUDENTS
BEFORE GRADUATION; (4) SIX STATE DIRECTORS
REPORTED NO SYSTEMATIC OR RELIABLE LOCAL
FOLLOWUPS; (5) A PROCEDURE, USABLE WITH
EITHER LARGE OR SMALL GROUPS, WHICH COULD
PROVIDE ACCURATE INFORMATION WAS USED TO SOME
EXTENT BY 51.5% OF THE ADMINISTRATORS. THE
STUDY REVEALED SOME NEGLECT IN EFFECTIVE
EVALUATION AND ASCERTAINED OBJECTIVE
LIMITATIONS IN CONSTRUCTING FOLLOWUP DEVICES.
(AUTHOR/LY)

VT 306 428 ED 029 084

NEW CHALLENGES IN DEVELOPING HIGH SCHOOL AND
POST HIGH SCHOOL PROGRAMS IN AGRICULTURAL
OCCUPATIONS. CONFERENCE REPORT. RESIDENT
INSTRUCTION SERIES NO. 5.

NEW MEXICO STATE UNIV., UNIVERSITY PARK.
COLL. OF AGRICULTURE AND HOME ECONOMICS.
EDRS PRICE MF \$0.65 HC \$6.98
PUB DATE - MAY 65 119P.

DESCRIPTORS - *AGRICULTURAL EDUCATION;
*AGRICULTURAL OCCUPATIONS; *CONFERENCE
REPORTS; COOPERATIVE EDUCATION; DISTRIBUTIVE
EDUCATION; FEDERAL LEGISLATION; *OCCUPATIONAL
GUIDANCE; POST SECONDARY EDUCATION; PROGRAM
DEVELOPMENT; *PROGRAM PLANNING; SECONDARY
EDUCATION

ABSTRACT - A SPECIAL 2-WEEK CONFERENCE
DESIGNED TO ASSIST NINE PARTICIPATING STATES
IN DEVELOPING PLANS FOR NEW EDUCATIONAL
PROGRAMS IN AGRICULTURAL OCCUPATIONS WAS
HOSTED BY THE NEW MEXICO STATE UNIVERSITY,
JULY 20-31, 1964. MAJOR PAPERS PRESENTED TO
THE 35 PARTICIPANTS WERE: (1) PURPOSE OF THE
CONFERENCE, (2) WHERE WE HAVE BEEN--AND WHERE
WE ARE NOW, (3) AGRICULTURAL OCCUPATIONS IN
VOCATIONAL EDUCATION, (4) NATIONAL STUDIES IN
AGRICULTURAL OCCUPATIONS, (5) CHANGES IN
AGRICULTURAL INDUSTRY, (6) THE ROLE OF
DISTRIBUTIVE EDUCATION, (7) IMPLICATIONS FOR
VOCATIONAL CURRICULUM CHANGES, (8) GUIDANCE
AND THE CLASSROOM TEACHER, (9) THE
OCCUPATIONAL GUIDANCE ROLE OF AGRICULTURAL
TEACHERS, (10) TESTING, (11) THE NEW FEDERAL
VOCATIONAL ACT AS IT AFFECTS NEW MEXICO, (12)
PLANS FOR NEW MEXICO, (13) MANPOWER
DEVELOPMENT TRAINING ACT AND LABOR OUTLOOK
FOR NEW MEXICO, (14) A PROPOSED MODEL OF
TEACHER TASKS IN AGRICULTURAL OCCUPATIONS
PROGRAMS, (15) COOPERATIVE PROGRAMS IN
CALIFORNIA, (16) KANSAS PILOT PROGRAMS, AND
(17) REPORT OF OHIO STATE UNIVERSITY
CONFERENCE. REPORTS OF THE FOUR COMMITTEES, A
VOCATIONAL AGRICULTURAL DEPARTMENT BROCHURE,
AND A SELECTED READING LIST ARE INCLUDED IN
THE REPORT. (DM)

HE 001 027 ED 031 156

ALDRIDGE, JACK H.
CURRICULUM FOR DISADVANTAGED STUDENTS IN
HIGHER EDUCATION.

AMERICAN PERSONNEL AND GUIDANCE ASSOCIATION,
WASHINGTON, D.C.
EDRS PRICE MF \$0.65 HC \$3.29
PUB DATE - 1 APR 69 8P.; PAPER PRESENTED AT
1969 AMERICAN PERSONNEL AND GUIDANCE
ASSOCIATION CONVENTION, LAS VEGAS, NEVADA,
APRIL 1, 1969.

DESCRIPTORS - COOPERATIVE EDUCATION;
*CURRICULUM DEVELOPMENT; *DISADVANTAGED
YOUTH; EDUCATIONAL OBJECTIVES; *ETHNOLOGY;
*HIGHER EDUCATION; *RELEVANCE(EDUCATION);
REMEDIAL COURSES

ABSTRACT - DISADVANTAGED STUDENTS ARE
COLLEGE-AGE YOUTHS WHO ARE PROBABLY NON-
WHITE, LIVE IN A DEPRESSED AREA, COME FROM
LOW-INCOME FAMILIES, AND NEED SPECIAL HELP IN
ORDER TO BE SUCCESSFUL IN COLLEGE. COURSES IN
THE UNDERGRADUATE CURRICULUM FOR THE
DISADVANTAGED SHOULD BE BUILT AROUND THE
IDENTIFIED NEEDS AND CHARACTERISTICS OF THE
STUDENTS AND OF THE SURROUNDING SOCIETY. THE
COLLEGE CURRICULUM HAS ALWAYS BEEN DESIGNED
TO MAKE LEARNING AN INTERESTING, EXCITING
EXPERIENCE, AND TO GENERATE INTELLECTUAL
CURIOSITY, A LOVE OF KNOWLEDGE, AND AN OPEN
MIND. SINCE THE CHARACTERISTICS OF THE
STUDENT POPULATION ARE CHANGING, THE
CURRICULUM, WHICH HAS ALWAYS BEEN GEARED TO
MEET THE NEEDS OF STUDENTS, MUST ALSO CHANGE
TO PROVIDE THE SAME BENEFITS FOR TODAY'S LESS
AFFLUENT YOUTH. IN EDUCATING STUDENTS FOR
TOMORROW'S WORLD, COOPERATIVE EDUCATION
PROGRAMS SHOULD BE ADOPTED ON MORE CAMPUSES
TO TRAIN STUDENTS FOR SUPERVISORY, MID-
MANAGERIAL, AND JUNIOR EXECUTIVE POSITIONS IN
BUSINESS AND GOVERNMENT. ADMISSION AND DEGREE
REQUIREMENTS SHOULD NOT BE LESSENED, BUT
ADDITIONAL REMEDIAL COURSES WILL BE NEEDED TO

STRENGTHEN THE DISADVANTAGED STUDENT'S ABILITY TO COPE WITH REGULAR COLLEGE WORK. ETHNIC STUDIES THAT ARE PART OF THE CURRICULUM SHOULD DEAL WITH HUMAN EXPERIENCE AS IT COMPLEMENTS THE STUDY OF OTHER CULTURES, AND NOT OFFERED AS ISOLATED EDUCATIONAL EXPERIENCES. WITH THIS BACKGROUND OF UNDERSTANDINGS, SKILLS, AND ATTITUDES, STUDENTS WILL ADJUST, PARTICIPATE, AND CONTRIBUTE TO SOCIETY. (WM)

JC 690 158 ED 031 184
STYLES, JIMMIE C.; PACE, DENNY F.
GUIDELINES FOR WORK EXPERIENCE PROGRAMS IN THE CRIMINAL JUSTICE SYSTEM.

AMERICAN ASSOCIATION OF JUNIOR COLLEGES, WASHINGTON, D.C.
EDRS PRICE MF \$0.65 HC \$3.29
AMERICAN ASSOCIATION OF JUNIOR COLLEGES, 1315 SIXTEENTH STREET, N.W., WASHINGTON, D.C. 20036 (\$1.50)
PUB DATE - 69 37P.

DESCRIPTORS - *COOPERATIVE EDUCATION; *JUNIOR COLLEGES; *POLICE SCHOOL RELATIONSHIP; *WORK EXPERIENCE PROGRAMS; *WORK STUDY PROGRAMS
IDENTIFIERS - *AMERICAN ASSOCIATION OF JUNIOR COLLEGES

ABSTRACT - EDUCATIONAL INSTITUTIONS AND THE FUNCTIONAL UNITS OF THE CRIMINAL JUSTICE SYSTEM HAVE NOT BEEN WELL COORDINATED. WORKING ON THE ASSUMPTION THAT EDUCATION AND TRAINING ARE COMPLEMENTARY PROCESSES, THERE IS A CURRENT ATTEMPT TO BRING THESE PROCESSES TOGETHER IN A SINGLE CONCEPT CALLED "WORK EXPERIENCE." THE PURPOSE OF THIS DOCUMENT IS TO MERGE THE TWO PROCESSES BY (1) DEFINING WORK EXPERIENCE AND STATING THE OBJECTIVES FOR A WORK-EXPERIENCE PROGRAM, (2) CITING THE EXISTING TYPES OF WORK-EXPERIENCE PROGRAMS AND IDENTIFYING HOW EACH FITS INTO THE WORK-EXPERIENCE CONCEPT, (3) RELATING WORK EXPERIENCE TO THE CRIMINAL JUSTICE SYSTEM THROUGH SUGGESTED PROGRAM DEVELOPMENT AND PATTERNS OF WORK EXPERIENCE, AND (4) OFFERING GUIDELINES FOR INSTITUTION, AGENCY, AND STUDENT PARTICIPANTS. WORK EXPERIENCE HAS DEMONSTRATED EDUCATIONAL VALUE, OFFERING STUDENTS OPPORTUNITIES TO STUDY PRACTICES, CONCEPTS, AND THEORIES AND TO APPLY THE ELEMENTS LEARNED. (AUTHOR/MC)

JC 690 260 ED 031 220
HAYES, GLENN E.
WORK EXPERIENCE EDUCATION PROGRAMS-- INNOVATIONS IN THE JUNIOR COLLEGE CURRICULA.

EDRS PRICE MF \$0.65 HC \$3.29
PUB DATE - 22 FEB 69 40P.; SEMINAR PAPER

DESCRIPTORS - ACTIVITY LEARNING; *COOPERATIVE EDUCATION; EMPLOYMENT EXPERIENCE; *JOB TRAINING; *JUNIOR COLLEGES; PROGRAMS; *WORK EXPERIENCE; *WORK EXPERIENCE PROGRAMS
IDENTIFIERS - CALIFORNIA

ABSTRACT - COOPERATIVE WORK EXPERIENCE PROGRAMS WERE EXAMINED IN TERMS OF THEIR SCOPE AND SUCCESS IN MEETING STUDENT AND COMMUNITY NEEDS. TEACHER-COORDINATORS, ADMINISTRATORS, AND STUDENTS PARTICIPATING IN WORK PROGRAMS AT EIGHT COLLEGES OFFERING WORK PROGRAMS WERE INTERVIEWED. STUDENTS FROM

INDUSTRIAL TECHNOLOGY CLASSES AT A 4-YEAR COLLEGE WERE SURVEYED TO DETERMINE THE RELATIONSHIP BETWEEN PARTICIPATION IN THESE PROGRAMS AND PERFORMANCE IN UPPER DIVISION COURSES. AMONG THE FINDINGS OF THOSE INTERVIEWS WERE: FIVE OF THE EIGHT COLLEGES FELT THEIR ADVISORY COMMITTEES WERE EFFECTIVE; FIVE OUT OF EIGHT STUDENTS IN THESE PROGRAMS FELT THE WORK EXPERIENCE HELPED THEM MORE THAN REGULAR CLASSES; STUDENTS FELT THE WORK COULD BE MORE EFFECTIVELY PLANNED; AND WORK EXPERIENCE (NOT NECESSARILY THROUGH JUNIOR COLLEGE PROGRAMS) WAS POSITIVELY RELATED TO ACADEMIC ACHIEVEMENT AT THE 4-YEAR COLLEGE. IT WAS CONCLUDED THAT THESE PROGRAMS PROVIDE A GREAT SERVICE TO THE COMMUNITY AND THERE IS A TREND AMONG JUNIOR COLLEGES TO CONTINUE AND EXPAND THEM. RECOMMENDATIONS INCLUDED: ONLY WORK STATIONS RELEVANT TO STUDENT OBJECTIVES SHOULD BE SELECTED; ADVISORY COMMITTEES SHOULD BE ENCOURAGED TO PARTICIPATE MORE ACTIVELY; COUNSELORS SHOULD PREVENT STUDENTS FROM ENTERING PROGRAMS WITHOUT INTEREST IN THE OCCUPATION; AND COORDINATORS OF COLLEGE PROGRAMS SHOULD OBTAIN FEEDBACK FROM HIGH SCHOOL PROGRAMS. SUGGESTIONS FOR FURTHER RESEARCH ARE INCLUDED. (MB)

VT 008 719 ED 031 570
AN APPROACH TO THE ARTICULATION AND COORDINATION OF OCCUPATIONAL PREPARATORY CURRICULUMS FROM THE HIGH SCHOOL THROUGH THE COMMUNITY COLLEGE; PAPER AND REPORTS OF TASK FORCES I AND II.

OREGON STATE BOARD OF EDUCATION, SALEM.; OREGON STATE DEPT. OF EMPLOYMENT, SALEM.
EDRS PRICE MF \$0.65 HC \$9.87
PUB DATE - 16 DEC 68 255P.

DESCRIPTORS - ADMISSION (SCHOOL); AGRICULTURAL EDUCATION; *ARTICULATION (PROGRAM); BUSINESS EDUCATION; *COMMUNITY COLLEGES; CURRICULUM; DEMOGRAPHY; EDUCATIONAL PLANNING; EDUCATIONAL TRENDS; EMPLOYMENT; ENROLLMENT INFLUENCES; *HIGH SCHOOLS; INDUSTRIAL EDUCATION; OCCUPATIONAL INFORMATION; *PROGRAM COORDINATION; TABLES (DATA); *VOCATIONAL EDUCATION

ABSTRACT - THE PRIMARY OBJECTIVE OF THIS PROJECT WAS TO PRODUCE A SUGGESTED PLAN FOR PROMOTING AND GUIDING THE DEVELOPMENT AND EXPANSION OF OCCUPATIONAL EDUCATION IN OREGON HIGH SCHOOLS AND COMMUNITY COLLEGES. TO ACHIEVE THE MAJOR OBJECTIVE, SPECIAL TASK FORCE GROUPS WERE ASSEMBLED TO WORK ON SPECIFIC ASPECTS OF THE TOTAL PROJECT: LABOR MARKET DATA, CURRICULUM ARTICULATION, CURRICULUM COORDINATION, AND OPEN ENROLLMENT RELATIONS. TASK FORCE REPORTS ON LABOR MARKET DATA AND ON CURRICULUM ARTICULATION ARE INCLUDED IN THIS DOCUMENT. THE TASK FORCE GROUPS INCLUDED REPRESENTATIVES FROM HIGH SCHOOLS, COMMUNITY COLLEGES, THE OREGON BOARD OF EDUCATION, OREGON STATE UNIVERSITY, AND THE STATE EMPLOYMENT SERVICE. THE PLAN MUST ULTIMATELY PROVIDE FOR ARTICULATION OF OCCUPATIONAL PREPARATORY CURRICULUMS FROM THE SENIOR HIGH SCHOOL TO SPECIALIZED VOCATIONAL-TECHNICAL PREPARATION IN THE COMMUNITY COLLEGES; FOR COORDINATION AND DISTRIBUTION OF OCCUPATIONAL PREPARATORY CURRICULUMS AMONG COMMUNITY COLLEGES; AND FOR OPERATION OF

STUDENT SERVICES THAT PROMOTE EFFECTIVE DEVELOPMENT OF HUMAN RESOURCES AND EFFICIENT UTILIZATION OF PHYSICAL RESOURCES. (CH)

VT 008 991 ED 031 584
MALSARY, DEAN R.; HOLMES, SAMUEL F., JR.
A STUDY OF EDUCATION FOR THE DISTRIBUTIVE OCCUPATIONS WITH IMPLICATIONS FOR BETTER ARTICULATION OF HIGH SCHOOL AND COMMUNITY COLLEGE PROGRAMS IN CONNECTICUT.

CONNECTICUT STATE DEPT. OF EDUCATION,
HARTFORD, DIV. OF VOCATIONAL EDUCATION;
CONNECTICUT UNIV., STORRS, DEPT. OF HIGHER,
TECHNICAL, AND ADULT EDUCATION.
EDRS PRICE MF \$0.65 HC \$6.58
PUB DATE - MAY 69 111P.

DESCRIPTORS - *ARTICULATION (PROGRAM);
BIBLIOGRAPHIES; COLLEGE CURRICULUM; COMMUNITY
COLLEGES; *CURRICULUM RESEARCH; *DISTRIBUTIVE
EDUCATION; *EDUCATIONAL NEEDS; HIGH SCHOOL
CURRICULUM; *JOB SKILLS; PROGRAM CONTENT;
PROGRAM COORDINATION; PROGRAM IMPROVEMENT;
QUESTIONNAIRES; STATE SURVEYS; VOCATIONAL
DEVELOPMENT
IDENTIFIERS - CONNECTICUT

ABSTRACT - A BRIEF OVERVIEW OF HIGH SCHOOL AND COMMUNITY COLLEGE PROGRAMS FOR DISTRIBUTIVE OCCUPATIONS IS PRESENTED, ALONG WITH A DISCUSSION OF THE GENERAL PROBLEM OF ARTICULATION AND COORDINATION OF COMPETENCIES THAT SHOULD BE DEVELOPED AT THE SECONDARY AND POST SECONDARY LEVELS. A DISCUSSION OF THE SCOPE AND DEVELOPMENT OF DISTRIBUTION PRECEDES THE DEFINITION AND DISCUSSION OF SEVERAL COMPETENCY MODELS. ONE AUTHOR, IN PRESENTING A CONCEPTUAL FRAMEWORK FOR DISTRIBUTIVE CURRICULUMS, IDENTIFIED FOUR AREAS OF NECESSARILY BROAD COMPETENCIES: MARKETING, SOCIAL, BASIC SKILL, AND TECHNOLOGICAL COMPETENCIES. DATA FOR THE STUDY WERE OBTAINED BY QUESTIONNAIRES SUBMITTED TO SECONDARY AND POSTSECONDARY DISTRIBUTIVE EDUCATORS TO IDENTIFY DESIRED COMPETENCIES AND LEVELS OF PROFICIENCY, THAT IS, MASTERY OR ACQUAINTANCE. FINDINGS OF THE STUDY INDICATE THAT THE TRANSITION FROM THE SECONDARY LEVEL OF DISTRIBUTIVE EDUCATION TO THE POSTSECONDARY LEVEL IS IN NEED OF CONSIDERABLY MORE COORDINATION. ONE BASIS FOR THIS CONCLUSION WAS THE FINDING THAT FOR 12 BASIC COMPETENCIES, THE HIGH SCHOOL REQUIRED A MASTERY LEVEL OF PROFICIENCY, WHILE THE COMMUNITY COLLEGE REQUIRED ONLY AN ACQUAINTANCE LEVEL. A 70-ITEM BIBLIOGRAPHY OF BOOKS, PERIODICALS, AND THESES IS APPENDED. (CH)

JC 690 297 ED 032 038
BENNETT, ROBERT L.
COOPERATIVE EDUCATION AT COLLEGE OF SAN MATEO: A REPORT TO THE FORD FOUNDATION ON THE FIRST YEAR OF PROGRESS IN A TWO-YEAR DEVELOPMENTAL PROGRAM.

SAN MATEO COLL., CALIF.
EDRS PRICE MF \$0.65 HC \$3.29
PUB DATE - 17 JUN 68 16P.

DESCRIPTORS - *COOPERATIVE EDUCATION; *JUNIOR COLLEGES; *VOCATIONAL EDUCATION; *WORK STUDY PROGRAMS
IDENTIFIERS - CALIFORNIA

ABSTRACT - THIS REPORT COVERS THE FIRST YEAR (JULY 1967-JUNE 1968) OF A 2-YEAR COOPERATIVE EDUCATION PROGRAM. DURING THIS TIME, 359 STUDENTS WERE ENROLLED IN COURSES IN AVIATION, BUSINESS, EDUCATION, PHYSICAL AND NATURAL SCIENCE, ENGINEERING, GENERAL TECHNICAL, AND LIBERAL ARTS; ANOTHER 84 WERE IN A SPECIAL V.A. HOSPITAL PROJECT. THE DESIGN AND OBJECTIVES ARE DESCRIBED FOR THE DIFFERENT AREAS OF STUDY, FROM ADVISORY MEETINGS, STUDENT RESPONSE, AND ONE YEAR'S TEST OF THE PROGRAM'S BASIC DESIGN. CERTAIN OBSERVATIONS WERE MADE. BUSINESS MEN, ADVISORY COMMITTEES, STUDENTS, AND EDUCATORS WERE ENTHUSIASTIC ABOUT THE PROGRAM. STUDENTS REPORTED A NEW SENSE OF CONTACT, OF COMMUNITY INVOLVEMENT, AND OF INCREASED ACADEMIC MOTIVATION. THE RELATIONSHIP OF CAREER GOAL AND WORK EXPERIENCE WAS OF PRIME INTEREST TO THE STUDENTS. FIELD EXPERIENCE DOES NOT REPLACE GENERAL EDUCATION REQUIREMENTS, BUT ADDS DEPTH AND ENRICHMENT TO THE MAJOR STUDY. OPPORTUNITIES FOR STUDENTS TO GET EXPERIENCE BEYOND THE PRESENT OFFERINGS HAVE BEEN SOUGHT. EMPLOYERS' EVALUATIONS HAVE BEEN UNIVERSALLY FAVORABLE TO THE PROGRAM. DEVELOPMENT OF WORK-STUDY RELATIONSHIPS FOR STUDENTS WHO ARE IN DIFFICULTY WITH TRADITIONAL COURSES IS EMPHASIZED AND SUCCESSES DOCUMENTED. VETERANS AND OTHERS IN FINANCIAL NEED PARTICULARLY APPRECIATE THE CHANGE TO COMBINE WORK AND STUDY. FOR SOME OF THE COURSES, TRANSFER ARRANGEMENTS HAVE BEEN MADE WITH OTHER STATE SCHOOLS AND COLLEGES. (HH)

JC 690 278 ED 032 039
BENNETT, ROBERT L.
COOPERATIVE-DISTRIBUTIVE EDUCATION: AN ALTERNATE SEMESTER PROGRAM.

CALIFORNIA STATE DEPT. OF EDUCATION,
SACRAMENTO, BUREAU OF BUSINESS EDUCATION;
SAN MATEO COLL., CALIF.
EDRS PRICE MF \$0.65 HC \$3.29
PUB DATE - 68 14P.

DESCRIPTORS - *COOPERATIVE EDUCATION;
*DISTRIBUTIVE EDUCATION; *JUNIOR COLLEGES;
*VOCATIONAL EDUCATION; *WORK STUDY PROGRAMS
IDENTIFIERS - CALIFORNIA

ABSTRACT - THIS 1968 FEASIBILITY STUDY OF A COOPERATIVE EDUCATION PLAN FOR STUDENTS WANTING CAREERS IN DISTRIBUTION IS LIMITED TO COLLEGE OF SAN MATEO AND 50 EMPLOYERS IN THE AREA. ALTHOUGH OTHER PLANS HAVE BEEN DEVELOPED, THE MOST PROMISING ALLOWS TWO STUDENTS TO FILL A FULL-TIME WORK STATION-- ONE STUDENT ENROLLED FOR THE SEMESTER, THE OTHER WORKING FULL TIME. AT SEMESTER BREAK, THEY EXCHANGE POSITIONS. EACH COMBINES HIS COLLEGE EDUCATION WITH CAREER ADVANCEMENT. EMPLOYER RESPONSES SHOWED THAT 27 THOUGHT THE ALTERNATE-SEMESTER PLAN WOULD BE USEFUL TO THEM; SIX FELT THEY COULD DEVELOP A SUITABLE PLAN; SEVEN PREFERRED PART-TIME WORK WITH CONTINUOUS SCHOOL ENROLLMENT; 40 AGREED WITH THE PRINCIPLE OF COOPERATIVE EDUCATION; TEN SAID THEY COULD NOT ACCOMMODATE SUCH A PROGRAM; MOST LIKED HAVING BOTH COLLEGE TRAINEES AND FULLY-COVERED WORK STATIONS; NONE HAD DISCRIMINATORY HIRING PRACTICES. IT WAS ALSO FOUND THAT THE PROGRAM RECRUITS

STUDENTS FOR DISTRIBUTIVE WORK AND LEADS TO OTHER CAREERS; HALF-TIME WORK IS ACCEPTABLE TO MOST BUSINESSES, THOUGH IT CONFINES THE STUDENT TO NEARBY JOBS; THE VALUE OF FULL-TIME WORK AND SCHOOL VARIES FOR EACH STUDENT. DETAILS OF THE PROGRAM, INCLUDING CREDIT ASSIGNMENT, ARE DISCUSSED. RECOMMENDATIONS INCLUDE A STATE MASTER PLAN FOR COOPERATIVE EDUCATION; PROMOTION OF THE ALTERNATE-SEMESTER PROGRAM; FINANCIAL SUPPORT FOR COUNSELING, SUPERVISION, AND WORK-STATION DEVELOPMENT; NEW MODELS FOR OPEN-ENDED TERMINAL COLLEGE PROGRAM; A PILOT STUDY ON EMPLOYMENT PATTERNS IN THE AREA'S TRADE AND TRANSPORTATION. (HH)

VT 009 993 ED 034 888

NOTES AND WORKING PAPERS FROM THE NATIONAL CONFERENCE ON COOPERATIVE VOCATIONAL EDUCATION; IMPLICATIONS OF THE 1968 AMENDMENTS MINNEAPOLIS, MINN., FEB. 26-28, 1969).

MINNESOTA UNIV., MINNEAPOLIS.

OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.

EDRS PRICE MF \$0.65 HC \$9.87

PUB DATE - FEB 69 204P.

DESCRIPTORS - AGRICULTURAL EDUCATION; *CONFERENCE REPORTS; *COOPERATIVE EDUCATION; CULTURALLY DISADVANTAGED; *FEDERAL LEGISLATION; FINANCIAL SUPPORT; INTERAGENCY COORDINATION; PROGRAM ADMINISTRATION; PROGRAM DEVELOPMENT; PROGRAM PLANNING; SCHOOL INDUSTRY RELATIONSHIP
IDENTIFIERS - *VOCATIONAL EDUCATION AMENDMENTS OF 1968

ABSTRACT - ABOUT 200 REPRESENTATIVES OF BUSINESS, INDUSTRY, LABOR, GOVERNMENT, EDUCATION, AND COMMUNITY INTERESTS FROM ACROSS THE NATION PARTICIPATED IN THE CONFERENCE WHICH WAS PLANNED TO PROVIDE FOR FURTHER DEVELOPMENT OF UNDERSTANDINGS, ABILITIES, SKILLS AND APPRECIATIONS OF THOSE PERSONS RESPONSIBLE FOR COMPREHENSIVE PROGRAMS OF VOCATIONAL-TECHNICAL EDUCATION. THE REPORT INCLUDES A CHART WHICH OUTLINES THE PROVISIONS OF PUBLIC LAW 90-576 RELATING TO COOPERATIVE VOCATIONAL EDUCATION, ABSTRACTS OF MAJOR PAPERS, RECOMMENDATIONS REGARDING CLARIFICATION OF STATE PLAN REQUIREMENTS UNDER PART G OF SECTION 173 OF THE 1968 AMENDMENTS, AND RECOMMENDATIONS FOR PLANNING AND OPERATING COOPERATIVE PROGRAMS. MAJOR PAPERS PRESENTED BY THE CONSULTANTS INCLUDE: (1) CONGRESSIONAL EXPECTATIONS OF COOPERATIVE VOCATIONAL EDUCATION, (2) THE SILENT FIELD AND THE DARK SUN, (3) THE EMPLOYER'S ROLE IN COOPERATIVE OCCUPATIONAL EDUCATION, (4) THE SCHOOL'S ROLE IN COOPERATIVE OCCUPATIONAL EDUCATION, (5) THE COMMUNITY ROLE IN COOPERATIVE VOCATIONAL EDUCATION, (6) A COMPARATIVE STUDY OF TWO CONCURRENT WORK-EDUCATION MODELS IN AGRICULTURE, AND (7) AN ABSTRACT OF "INTERPRETIVE STUDY OF COOPERATIVE EFFORTS OF PRIVATE INDUSTRY AND THE SCHOOLS TO PROVIDE JOB-ORIENTED EDUCATION PROGRAMS FOR THE DISADVANTAGED." (JK)

JC 700 004 ED 035 397

HAYES, GLENN E.

JUNIOR COLLEGE WORK EXPERIENCE EDUCATION.

EDRS PRICE MF \$0.65 HC \$3.29

PUB DATE - DEC 69 14P.; SEMINAR PAPER

DESCRIPTORS - JUNIOR COLLEGES; *TECHNICAL EDUCATION; *WORK EXPERIENCE PROGRAMS
IDENTIFIERS - CALIFORNIA

ABSTRACT - THIS PAPER EXAMINES PROBLEMS IN WORK EXPERIENCE EDUCATION IN FIVE CALIFORNIA JUNIOR COLLEGES. AS EQUIPMENT FOR OCCUPATIONAL PROGRAMS IS BOTH EXPENSIVE AND SOON OBSOLETE, MANY COLLEGES HAVE TURNED TO INDUSTRY TO PROVIDE THE WORK EXPERIENCE. THUS THE STUDENT CAN NOT ONLY BE INVOLVED IN REAL WORK SITUATIONS BUT ALSO EARN AS HE LEARNS. ALL SUCH JOBS, PART OF THE COURSE REQUIREMENTS, ARE SUPERVISED BY A TEACHER OR COORDINATOR AND THE EMPLOYER. THE VALUE OF SUCH PROGRAMS TO STUDENTS AND COMMUNITY AND THE USUAL METHODS OF OPERATION ARE DISCUSSED. ONE SURVEY FOUND THESE MAJOR DIFFICULTIES: (1) LACK OF COORDINATED SUPERVISION BY COLLEGE AND EMPLOYER; (2) LITTLE RELATION OF COLLEGE COURSES TO JOB EXPERIENCE; (3) CONFLICTS IN WORK AND CLASS SCHEDULES; (4) STUDENT OVER-INTEREST IN THE PAYCHECK; (5) OCCASIONAL POOR PLACEMENT OF STUDENTS. LOS ANGELES TRADE TECH REPORTED THAT COMPANIES ACTIVELY SEEK PARTICIPATION IN THE PROGRAMS AND THAT LACK OF TIME IS THE WORST PROBLEM. ORANGE COAST COLLEGE HAD DIFFICULTY FINDING SUITABLE WORK STATIONS AND PERSUADING EMPLOYERS TO PAY WAGES. PASADENA CITY COLLEGE'S PROBLEMS WERE LACK OF TIME FOR THE COORDINATOR, STUDENTS LEAVING SCHOOL FOR JOBS FOR WHICH THEY WERE NOT YET READY, AND INADEQUACY OF STATE AVERAGE DAILY ATTENDANCE PAYMENTS. LONG BEACH CITY COLLEGE, IN ITS AUTO MECHANICS PROGRAM, NOTED THAT ITS STUDENTS HAD TROUBLE MAINTAINING THE CLEAN DRIVING RECORD NECESSARY FOR THEIR JOBS. THE LACK OF A FULL-TIME COORDINATOR WAS LOS ANGELES PIERCE COLLEGE'S BIGGEST PROBLEM. (HH)

VT 010 497 ED 037 564

GUIDE FOR COOPERATIVE VOCATIONAL EDUCATION.

MINNESOTA UNIV., MINNEAPOLIS. COLL. OF EDUCATION.

OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. DIV. OF VOCATIONAL AND TECHNICAL EDUCATION.

EDRS PRICE MF \$0.65 HC \$6.58

PUB DATE - SEP 69 136P.

DESCRIPTORS - CHECK LISTS; *COOPERATIVE PROGRAMS; EDUCATIONAL RESEARCH; FINANCIAL SUPPORT; *GUIDELINES; INSTRUCTIONAL MATERIALS; INSTRUCTIONAL STAFF; INTERAGENCY COOPERATION; MANPOWER NEEDS; *PROGRAM DEVELOPMENT; PROGRAM EVALUATION; PROGRAM PLANNING; SCHOOL INDUSTRY RELATIONSHIP; TEACHER EDUCATION; VOCATIONAL COUNSELING; *VOCATIONAL EDUCATION

ABSTRACT - THIS GUIDE IS THE RESULT OF DELIBERATIONS AT A NATIONAL CONFERENCE INVOLVING REPRESENTATIVES OF BUSINESS, INDUSTRY, LABOR, EDUCATION, GOVERNMENT, AND THE COMMUNITY, AND AT REGIONAL CLINICS WHICH FOLLOWED THE CONFERENCE. CHAPTER HEADINGS ARE: (1) COOPERATIVE VOCATIONAL EDUCATION AND WHAT IT WILL DO, (2) WHAT FORM AND TYPE IS BEST FOR A SPECIFIC SCHOOL? (3) MEETING STUDENT AND MANPOWER NEEDS THROUGH

COOPERATIVE VOCATIONAL EDUCATION, (4) SUPERVISING THE PARTICIPATION OF EMPLOYERS, (5) ESTABLISHING ADMINISTRATIVE RELATIONSHIPS, (6) STAFFING COOPERATIVE VOCATIONAL EDUCATION PROGRAMS, AND (7) MAINTAINING AND IMPROVING COOPERATIVE VOCATIONAL EDUCATION. APPENDED ARE CHECKLISTS FOR ESTABLISHING PROGRAMS FOR USE OF SCHOOL ADMINISTRATORS, PRINCIPALS, AND COORDINATORS, AS WELL AS A CHECKLIST OF RECOMMENDED PRACTICES FOR THE USE OF COORDINATORS. (JK)

VT 010 262 ED 039 322
LEVENDOWSKI, JERRY
COOPERATIVE DISTRIBUTIVE AND OFFICE EDUCATION PROGRAMS.

CALIFORNIA UNIV., BERKELEY. DIV. OF VOCATIONAL EDUCATION.
CALIFORNIA STATE DEPT. OF EDUCATION,
SACRAMENTO. BUREAU OF BUSINESS EDUCATION.
EDRS PRICE MF \$0.65 HC \$6.58
PUB DATE - 69 109P.

DESCRIPTORS - ADVISORY COMMITTEES; COMMUNITY SURVEYS; *COOPERATIVE EDUCATION;
*DISTRIBUTIVE EDUCATION; *OFFICE OCCUPATIONS EDUCATION; PROGRAM EVALUATION; *PROGRAM GUIDES; PROGRAM PLANNING; SECONDARY GRADES; STUDENT INTERESTS; STUDENT ORGANIZATIONS; WORK EXPERIENCE PROGRAMS

ABSTRACT - PREPARED BY THE DIVISION OF VOCATIONAL EDUCATION, UNIVERSITY OF CALIFORNIA, THIS PUBLICATION CONTAINS INFORMATION ON COOPERATIVE DISTRIBUTIVE AND OFFICE EDUCATION PROGRAMS. SECTIONS DESCRIBE: (1) COOPERATIVE VOCATIONAL EDUCATION, GIVING THE CHARACTERISTICS AND ADVANTAGES OF COOPERATIVE PROGRAMS, (2) PLANNING ACTIVITIES FOR COOPERATIVE VOCATIONAL EDUCATION PROGRAMS, SUCH AS CONDUCTING STUDENT INTEREST AND COMMUNITY SURVEYS AND SELECTING THE TEACHER COORDINATOR, (3) COORDINATION ACTIVITIES, INCLUDING THE ADVISORY COMMITTEE, PUBLIC RELATIONS, THE TRAINING PROGRAM, STUDENT SELECTION AND PROGRESS, RECORD KEEPING, AND PROGRAM EVALUATION, (4) THE DEVELOPMENT OF RELATED INSTRUCTION THROUGH TASK ANALYSIS, INSTRUCTIONAL OBJECTIVES DEVELOPMENT, STUDENT CAPABILITIES IDENTIFICATION, STUDENT PERFORMANCE ASSESSMENT, AND COMPONENT EVALUATION, AND (5) FEDERAL AND STATE LAWS. SELECTED REFERENCES AND A GLOSSARY OF COOPERATIVE DISTRIBUTIVE AND COOPERATIVE OFFICE EDUCATION TERMS ARE ALSO INCLUDED. SUGGESTED PROGRAM FORMS AND THE CALIFORNIA STATE PLAN FOR VOCATIONAL EDUCATION ARE APPENDED. (SB)

VT 010 859 ED 040 274
WALLACE, HAROLD R.
REVIEW AND SYNTHESIS OF RESEARCH ON COOPERATIVE VOCATIONAL EDUCATION. RESEARCH SERIES NO. 6C.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL AND TECHNICAL EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF \$0.65 HC \$6.58
THE CENTER FOR VOCATIONAL AND TECHNICAL EDUCATION, THE OHIO STATE UNIVERSITY, 1900 KENNY ROAD, COLUMBUS, OHIO 43210 (\$2.25)
PUB DATE - JUN 70 124P.

DESCRIPTORS - *BIBLIOGRAPHIES; *COOPERATIVE EDUCATION; EDUCATIONAL OPPORTUNITIES; *EDUCATIONAL RESEARCH; EDUCATIONAL TECHNOLOGY; EMPLOYMENT OPPORTUNITIES; FOLLOWUP STUDIES; MANPOWER NEEDS; RESEARCH NEEDS; *RESEARCH REVIEWS (PUBLICATIONS); STUDENT CHARACTERISTICS; STUDENT NEEDS; TEACHER EDUCATION; TECHNICAL EDUCATION; *VOCATIONAL EDUCATION; WORK EXPERIENCE PROGRAMS; WORK STUDY PROGRAMS

ABSTRACT - BASIC CONCEPTS, DEFINITIONS, AND PHILOSOPHICAL POSITIONS CONCERNING COOPERATIVE VOCATIONAL EDUCATION WERE IDENTIFIED TO FORM A THEORETICAL MODEL FOR PROGRAM DEVELOPMENT. THE REVIEW CROSSES THE BOUNDARIES OF THE OCCUPATIONAL FIELDS WITHIN VOCATIONAL-TECHNICAL EDUCATION, AND ATTEMPTS TO FOCUS MORE NARROWLY ON A SPECIFIC INSTRUCTIONAL METHODOLOGY "DISSERTATION ABSTRACTS," PROFESSIONAL JOURNALS, AND A COMPUTER SEARCH OF THE ERIC COLLECTION WERE REVIEWED TO IDENTIFY 279 RESEARCH STUDIES WITH PUBLICATION DATES FROM 1934-1969. MAJOR TOPICS ARE: (1) THE STUDENT LEARNER, (2) THE EMPLOYMENT COMMUNITY, (3) EDUCATIONAL TECHNOLOGY, (4) PROGRAM IMPLEMENTATION, AND (5) PRIORITIES, PROBLEMS, AND ISSUES. SOME RESEARCH GAPS INCLUDE: (1) A THEORETICAL AND PHILOSOPHICAL FRAMEWORK FOR RESEARCH AND DEVELOPMENT IN VOCATIONAL AND TECHNICAL EDUCATION, (2) INTERPRETATIVE DISSEMINATION SYSTEMS FOR MANPOWER DATA, (3) RESEARCH TECHNOLOGY TO PROVIDE FOR TRANSFORMATION OF OCCUPATIONAL ANALYSIS DATA INTO INSTRUCTIONAL OBJECTIVES, AND (4) COMMUNICATION OF RESEARCH AND DEVELOPMENT PRODUCTS BY PRACTITIONERS IN VOCATIONAL-TECHNICAL EDUCATION. (SR)

VT 011 216 ED 040 291
HAINES, PETER G.; AND OTHERS
APPLYING THE COOPERATIVE PLAN OF INSTRUCTION TO MANPOWER PROGRAMS. A HANDBOOK FOR SUPERVISORS AND COORDINATORS.

MICHIGAN STATE DEPT. OF EDUCATION, LANSING.
DIV. OF VOCATIONAL EDUCATION.
EDRS PRICE MF \$0.65 HC \$6.58
STATE DIRECTOR OF VOCATIONAL EDUCATION,
MICHIGAN DEPARTMENT OF EDUCATION, LANSING,
MICHIGAN 48910
PUB DATE - 70 178P.

DESCRIPTORS - *ADMINISTRATOR GUIDES;
*COOPERATIVE EDUCATION; EDUCATIONAL PROGRAMS; INSTRUCTOR COORDINATORS; *MANPOWER DEVELOPMENT; ON THE JOB TRAINING; *PROGRAM ADMINISTRATION; *PROGRAM COORDINATION; VOCATIONAL EDUCATION

ABSTRACT - DEVELOPED BY A RESEARCH AND DEVELOPMENT PROGRAM DIRECTOR, RESEARCH ASSOCIATE, AND CURRICULUM CONSULTANT AND REVIEWED BY MANPOWER DEVELOPMENT AND TRAINING (MDT) PERSONNEL, THIS HANDBOOK IS FOR SUPERVISORS AND COORDINATORS OF MDT PROGRAMS. THE FIRST PART CONTAINS BASIC INFORMATION ON UNDERSTANDING THE COOPERATIVE PLAN OF INSTRUCTION, WHICH INCLUDES A DISCUSSION OF GOALS, PROGRAMS, AND TRAINEES, AS WELL AS BACKGROUND OF THE USE AND OVERVIEW OF THE COOPERATIVE PLAN AS IT RELATES TO MANPOWER TRAINING. THE SECOND PART EMPHASIZES THE ORGANIZATION AND ADMINISTRATION OF AN MDT-COOPERATIVE PROGRAM, THE DEVELOPMENT OF THE

COOPERATIVE TRAINING STATION, AND THE CORRELATION AND COORDINATION OF RELATED INSTRUCTION WITH ON-THE-JOB EXPERIENCES. A TOPIC LOCATOR AND GLOSSARY ARE INCLUDED AS WELL AS MANY CHARTS AND SAMPLE FORMS. (AUTHOR/SB)

JC 700 178 ED 040 710

COOPERATIVE EDUCATION IN THE SAN MATEO JUNIOR COLLEGE DISTRICT: A TWO YEAR DEMONSTRATION PROJECT IN COMMUNITY COLLEGE COOPERATION.

SAN MATEO JUNIOR COLL. DISTRICT, CALIF.
FORD FOUNDATION, NEW YORK, N.Y.
EDRS PRICE MF \$0.65 HC NOT AVAILABLE FROM EDRS.
PUB DATE - 69 44P.

DESCRIPTORS - *DEMONSTRATION PROJECTS; EMPLOYER ATTITUDES; EVENING PROGRAMS; EXTENDED SCHOOL DAY; *JUNIOR COLLEGES; PART TIME STUDENTS; STUDENT ATTITUDES; *STUDENT EMPLOYMENT; STUDENT EXPERIENCE; *WORK EXPERIENCE PROGRAMS; *WORK STUDY PROGRAMS IDENTIFIERS - *CALIFORNIA

ABSTRACT - THIS REPORT DESCRIBES THE 2-YEAR COOPERATIVE EDUCATION DEMONSTRATION PROJECT CONDUCTED IN THREE COLLEGES OF THE SAN MATEO JUNIOR COLLEGE DISTRICT (CALIFORNIA). THE PROJECT, INVOLVING ALL ACADEMIC DISCIPLINES, OFFERS CO-OP STUDENTS THREE PLANS: (1) ALTERNATE CLASS ATTENDANCE AND A FULL-TIME JOB IN CONJUNCTION WITH ANOTHER STUDENT ON A SEMESTER BASIS (ALTERNATE SEMESTER PLAN); (2) A PART-TIME JOB IN CONJUNCTION WITH APPROPRIATE COLLEGE CLASS LOADS (PARALLEL PLAN); OR (3) A FULL-TIME JOB IN CONJUNCTION WITH REDUCED EVENING COLLEGE CLASS LOADS (EXTENDED-DAY/EVENING COLLEGE PLAN). THE ADVANTAGES FOUND BY STUDENTS IN THE PROGRAM INCLUDE A NEW FEELING OF COMMUNITY INVOLVEMENT, A GREATER SENSE OF RELEVANCE OF THE COLLEGE EXPERIENCE TO CAREER GOALS, AND A HIGH DEGREE OF FINANCIAL SECURITY PERMITTING REGULAR COLLEGE ATTENDANCE. THE TWO BENEFITS MOST OFTEN CITED BY EMPLOYERS PARTICIPATING IN THE PROGRAM ARE THE OPPORTUNITY TO RECRUIT YOUNG, COLLEGE-TRAINED EMPLOYEES, AND THE ABILITY TO GET FULL-TIME COVERAGE OF WORK ASSIGNMENTS. IT SHOULD BE NOTED THAT, WHILE THIS FIELD-EXPERIENCE CREDIT DOES NOT SUBSTITUTE FOR THE GENERAL EDUCATION REQUIREMENTS OF THE COLLEGE PROGRAMS, PARTICIPATION DOES PROVIDE DEPTH AND ENRICHMENT EXPERIENCES FOR THE MAJOR FIELD OF STUDY. BECAUSE OF MARGINAL REPRODUCIBILITY OF ORIGINAL, THIS DOCUMENT IS NOT AVAILABLE IN HARD COPY. (JO)

JC 700 218 ED 042 455

BOYER, MARCIA A.
COOPERATIVE WORK-EXPERIENCE EDUCATION PROGRAMS IN JUNIOR COLLEGES.

AMERICAN ASSOCIATION OF JUNIOR COLLEGES, WASHINGTON, D.C.; CALIFORNIA UNIV., LOS ANGELES. ERIC CLEARINGHOUSE FOR JUNIOR COLL. INFORMATION.

EDRS PRICE MF \$0.65 HC \$3.29
JUNIOR COLLEGE RESEARCH REVIEW; V5 N2 OCT 1970
PUB DATE - OCT 70 4P.

DESCRIPTORS - *COOPERATIVE EDUCATION;

EMPLOYMENT EXPERIENCE; *JUNIOR COLLEGES; SCHOOL COMMUNITY RELATIONSHIP; *STUDENT EMPLOYMENT; *VOCATIONAL EDUCATION; *WORK EXPERIENCE PROGRAMS; WORK STUDY PROGRAMS

ABSTRACT - THE COMBINATION OF COURSE WORK AND RELATED WORK EXPERIENCE INTO EDUCATIONAL PROGRAMS AT THE JUNIOR COLLEGE LEVEL REPRESENTS AN ATTEMPT BY THESE INSTITUTIONS TO MEET THE CHANGING REQUIREMENTS OF TODAY'S EMPLOYERS. THIS RESEARCH REVIEW LOOKS AT A FEW ASPECTS OF THEIR PROGRAMS. TO BEGIN WITH, THE VALUES OF THESE PROGRAMS ARE VIEWED FROM THE STANDPOINT OF STUDENTS, COLLEGE, EMPLOYER, AND COMMUNITY. NEXT, THE PROMOTIONAL RESPONSIBILITIES OF BOTH THE PROGRAM'S ADVISORY COMMITTEE AND THE INDIVIDUAL PROGRAM COORDINATOR ARE INVESTIGATED, FOLLOWED BY A LOOK AT VARIOUS PROGRAM ARRANGEMENTS. THE WIDE VARIETY OF PROGRAM POSSIBILITIES BECOMES EVIDENT AS ONE VIEWS ROCK VALLEY COLLEGE'S (ILLINOIS) COOPERATIVE TECHNICAL PROGRAM WITH 40 LOCAL INDUSTRIES, THE COLLEGE OF SAN MATEO'S (CALIFORNIA) TEACHER-ASSISTANT TRAINING PROGRAM, AND THE POTENTIAL BENEFITS OF COMBINING A COLLEGE EDUCATION WITH THE TRADITIONAL POLICE CADET TRAINING SYSTEM. SIGNIFICANT AREAS OF DIFFICULTY REPORTED BY COLLEGES INCLUDE STUDENT SUPERVISION, RELEVANCE OF WORK EXPERIENCE TO COURSE WORK, SCHEDULING CONFLICTS, FINANCIAL REMUNERATION, AND PLACEMENT. LOOKING TOWARD THE FUTURE, SAN MATEO AND ORANGE COAST JUNIOR COLLEGE DISTRICTS IN CALIFORNIA HAVE RECEIVED FEDERAL AND PRIVATE SUPPORT TO PROVIDE A NATIONAL DEMONSTRATION MODEL FOR JUNIOR COLLEGE COOPERATIVE EDUCATION. (JO)

VT 011 859 ED 043 770

WILSON, ROGER JOHN
AN INVESTIGATION OF FACTORS ESSENTIAL TO SELECTING AND PREPARING ON-THE-JOB TRAINERS FOR A POST SECONDARY COOPERATIVE VOCATIONAL-TECHNICAL EDUCATION PROGRAM.

DOCUMENT NOT AVAILABLE FROM EDRS.
UNIVERSITY MICROFILMS, INC., 300 NORTH ZEEB ROAD, ANN ARBOR, MICHIGAN 48106
PUB DATE - 70 153P.

DESCRIPTORS - *COOPERATIVE EDUCATION; POST SECONDARY EDUCATION; *PROGRAM EVALUATION; PROGRAM IMPROVEMENT; *SUPERVISORY TRAINING; *SURVEYS; TECHNICAL EDUCATION; *TRAINERS; *VOCATIONAL EDUCATION; WORK EXPERIENCE

ABSTRACT - BY PASSING THE 1968 VOCATIONAL EDUCATION ACT WITH ITS SPECIAL PROVISIONS FOR COOPERATIVE EDUCATION, CONGRESS HAS HIGHLIGHTED THE VALUE AND RAPID GROWTH OF ON-THE-JOB PROGRAMS. HOWEVER, WITH THIS INCREASED EMPHASIS ON COOPERATIVE EDUCATION COMES THE NEED FOR INVESTIGATING THE PRESENT PRACTICES OF SELECTING AND PREPARING THE ON-THE-JOB TRAINER ASSIGNED TO A STUDENT-LEARNER. FOR THE MOST PART DATA FOR THE STUDY WAS GATHERED BY REVIEWING RELATED LITERATURE AND VISITING A SAMPLE OF NINE 2-YEAR INSTITUTIONS TO INTERVIEW TEACHER-COORDINATORS. AN ANALYSIS OF THE INTERVIEW FINDINGS LED TO THE CONCLUSION THAT THE SELECTION OF THE ON-THE-JOB TRAINER WAS UNDER THE CONTROL OF THE TEACHER-COORDINATOR THROUGH HIS APPROVAL OR DISAPPROVAL OF THE

COOPERATING EMPLOYER. IT WAS ALSO CONCLUDED THAT THE ON-THE-JOB TRAINER WAS GIVEN LITTLE IF ANY PLANNED PREPARATION BEFORE HE UNDERTOOK HIS TEACHING TASK. A SIGNIFICANT RECOMMENDATION OF THIS STUDY IS THAT TEACHER-COORDINATORS MUST TAKE ADVANTAGE OF THEIR RESPONSIBILITY AND POSITION TO CONTROL THE SELECTION AND PREPARATION OF THE ON-THE-JOB TRAINERS. THIS PH.D. DISSERTATION WAS SUBMITTED TO THE OHIO STATE UNIVERSITY. (AUTHOR/JJS)

JC 700 258 ED 044 113
CAREER COLLEGE: SECOND ANNUAL REPORT.

MIAMI-DADE JUNIOR COLL., FLA.
EDRS PRICE MF \$0.65 HC NOT AVAILABLE FROM
EDRS.
PUB DATE - AUG 70 85P.

DESCRIPTORS - *COOPERATIVE EDUCATION;
*DISADVANTAGED YOUTH; *DROPOUT PROGRAMS;
*JUNIOR COLLEGES; REMEDIAL PROGRAMS; *STUDENT
DEVELOPMENT
IDENTIFIERS - *KUDER OCCUPATIONAL INTEREST
SURVEY

ABSTRACT - CAREER COLLEGE (ORIGINALLY KNOWN AS COOPERATIVE EDUCATION PROGRAM FOR DROPOUTS) WAS SET UP UNDER TITLE I OF THE HIGHER EDUCATION ACT. THE OBJECTIVES OF THIS PROGRAM FOCUSED ON FAMILIARIZING THE INDIVIDUAL WITH THE COLLEGE ENVIRONMENT, FOSTERING INDEPENDENCE IN PROGRAM PARTICIPANTS, AND CREATING A DESIRE IN PARTICIPANTS TO CONTINUE THEIR EDUCATION BEYOND THE PROGRAMS CONDUCTED BY MIAMI-DADE JUNIOR COLLEGE. THIS, THE SECOND ANNUAL CAREER COLLEGE REPORT, ANALYZES ACTIVITIES AND PROGRAMS IN WHICH 42 HIGH SCHOOL DROPOUTS PARTICIPATED. SEVERAL OF THE REMEDIAL COURSES TAUGHT IN THIS PROGRAM ARE OUTLINED AND EVALUATED. PROGRAMS SUCH AS UPWARD BOUND, THE GUTHRIE JOB CORPS, AND THE ILLINOIS CURRICULUM TEACHING SOCIAL STUDIES, DESIGNED TO HELP STUDENTS FROM LOW-INCOME FAMILIES ACQUIRE A COLLEGE EDUCATION, ARE EVALUATED. SEMINARS AND CONFERENCES ON VARIOUS ASPECTS OF EDUCATION ARE ALSO DISCUSSED AND ANALYZED. STUDENT SCORES ON THE KUDER OCCUPATIONAL INTEREST SURVEY ARE PRESENTED IN TABULAR FORM AND ANALYZED. SURVEYS AND QUESTIONNAIRES USED TO ELICIT BOTH STUDENT AND TEACHER OPINION ON CERTAIN ASPECTS OF THE CAREER COLLEGE ARE INCLUDED IN THE APPENDICES. SEE ERIC DOCUMENT ED 038 119 FOR A REPORT OF THE FIRST YEAR OPERATION OF CAREER COLLEGE. BECAUSE OF MARGINAL REPRODUCIBILITY OF ORIGINAL, THIS DOCUMENT IS NOT AVAILABLE IN HARD COPY. (RC)

JC 710 038 ED 046 387
BASSERI, JAMSHID
A DESIGN FOR COOPERATIVE MERCHANDISING MID-MANAGEMENT TRAINING IN THE CALIFORNIA PUBLIC COMMUNITY COLLEGE.

DOCUMENT NOT AVAILABLE FROM EDRS.
UNIVERSITY MICROFILMS, 300 NORTH ZEEB ROAD,
ANN ARBOR, MICHIGAN 48106 (ORDER NO. 70-
22,801; MICROFILM \$4.00, XEROGRAPHY \$10.00)
PUB DATE - 70 295P.; DOCTORAL DISSERTATION

DESCRIPTORS - *COOPERATIVE EDUCATION;
DOCTORAL THESES; *JUNIOR COLLEGES;
*MANAGEMENT EDUCATION; MANPOWER DEVELOPMENT;

*MERCHANDISING; WORK EXPERIENCE PROGRAMS;
*WORK STUDY PROGRAMS
IDENTIFIERS - *CALIFORNIA

ABSTRACT - COOPERATIVE EDUCATION DEPENDS ON EMPLOYERS AND EDUCATORS WORKING TOGETHER TO FORM A SUPERIOR TOTAL EDUCATIONAL CURRICULUM FOR THE STUDENT. IT IS BELIEVED THAT MID-MANAGEMENT TRAINING, A FIRST-LEVEL SUPERVISORY POSITION, CAN BE GIVEN TO THE COMMUNITY COLLEGE. IT IS ALSO BELIEVED THAT LEARNING TAKES PLACE BECAUSE OF WHAT THE STUDENT CAN BE LED TO WANT, THINK, AND DO. COOPERATIVE MID-MANAGEMENT TRAINING GIVES STUDENTS INCENTIVES TO LEARN WHAT IS SATISFYING TO THEM AND USEFUL IN FUTURE WORK. THIS STUDY WAS LIMITED TO CALIFORNIA PUBLIC COMMUNITY COLLEGES. THE LITERATURE OF THE FIELD WAS SURVEYED TO IDENTIFY CRITICAL NEEDS IN COOPERATIVE AND MID-MANAGEMENT TRAINING AND TO DEVELOP AN INQUIRY FORM AND JOB REQUIREMENTS. THESE REQUIREMENTS WERE VERIFIED WITH EXECUTIVE PERSONNEL IN MERCHANDISING WHO SUPERVISE MID-MANAGERS, AND MID-MANAGERS WHO OCCUPY SUCH MERCHANDISING POSITIONS. THE SUGGESTED CURRICULUM, COURSE OUTLINES, AND OTHER INFORMATION COMPILED IN THE COURSE OF THE STUDY CONSTITUTED THE BASIS OF THIS THESIS. (AUTHOR/CA)

VT 012 076 ED 047 090
PROCEEDINGS OF THE NATIONAL CLINIC ON
TECHNICAL EDUCATION (MIAMI BEACH, FLORIDA,
APRIL 22-24, 1970).

AMERICAN TECHNICAL EDUCATION ASSOCIATION,
INC., DELMAR, N.Y.; OFFICE OF EDUCATION
(DHEW), WASHINGTON, D.C.
EDRS PRICE MF-\$0.65 HC-\$6.58
PUB DATE - APR 70 150P.

DESCRIPTORS - ADVISORY COMMITTEES;
*CONFERENCE REPORTS; *COOPERATIVE EDUCATION;
CURRICULUM DEVELOPMENT; *EDUCATIONAL FINANCE;
*EDUCATIONAL RESEARCH; FEDERAL LEGISLATION;
HEALTH; EDUCATION; MANPOWER NEEDS; POST
SECONDARY EDUCATION; PROGRAM DEVELOPMENT;
*TECHNICAL EDUCATION

ABSTRACT - THE NATIONAL FOCUS ON OCCUPATIONAL EDUCATION HIGHLIGHTS THE RESPONSIBILITY OF EDUCATION TO PROVIDE PROGRAMS RELEVANT TO THE NEEDS OF SOCIETY. REPRESENTATIVES FROM 42 STATES AND THREE FOREIGN COUNTRIES HEARD 13 PRESENTATIONS ON SUCH SUBJECTS AS FINANCE, RESEARCH, ADVISORY COMMITTEES, HEALTH PROGRAMS, AND COOPERATIVE EDUCATION. THESE PRESENTATIONS WERE: (1) "THE AMENDED VOCATIONAL ACT IN ACTION" BY L. MINEAR, (2) "DYNAMICS OF TECHNICAL EDUCATION" BY J. DOBROVOLNY, (3) "TRAINING TECHNICIANS IN ALLIED HEALTH POST-SECONDARY PROGRAMS" BY R. KUHLI, (4) "RESEARCH IN TECHNICAL EDUCATION DEVELOPMENT OF GENERALIZABLE EDUCATIONAL PROGRAMS IN EMERGING TECHNOLOGIES" BY A. NELSON, (5) "CO-OP PROGRAMS IN OCCUPATIONAL EDUCATION" BY L. EGAN, (6) "TOMORROW'S TECHNOLOGY TODAY" BY M. L. JONES, (7) "THE USE OF THE STATE ADVISORY COUNCIL AS DELEGATED BY THE '68 ACT" BY J. CLARY, (8) "ACCREDITATION, LICENSURE AND REGISTRY IN THE FIELD OF ALLIED HEALTH AND MEDICAL TECHNOLOGY PROGRAMS" BY K. SKAGGS, (9) "OCCUPATIONAL EDUCATION IN THE PRIVATE SECTOR" BY A. H. BELITSKY, (10) "STUDENT RECRUITMENT IN

OCCUPATIONAL EDUCATION" BY S. J. FANTL, (11) "THE TECHNICIAN--HOW MUCH MATHEMATICS" BY F. JUSZLI, (12) "A DEVELOPMENTAL CONCEPT OF VOCATIONAL EDUCATION" BY G. BOTTOMS, AND (13) "PREPARING SUPPORTIVE PERSONNEL FOR NEW AND EMERGING TECHNOLOGIES" BY W. BROOKING. (JS)

VT 012 731 ED 048 491
RESOURCE MANUAL 71 FOR THE DEVELOPMENT OF COOPERATIVE VOCATIONAL EDUCATION PROGRAMS UNDER THE VOCATIONAL EDUCATION AMENDMENTS OF 1968.

OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
DIVISION OF VOCATIONAL AND TECHNICAL EDUCATION.

EDRS PRICE MF-\$0.65 HC-\$3.29
PUB DATE - NOV 70 31P.; P.L. 90-576

DESCRIPTORS - *COOPERATIVE PROGRAMS;
EDUCATIONAL FINANCE; FEDERAL AID; FEDERAL LEGISLATION; FINANCIAL SUPPORT; *PROGRAM DEVELOPMENT; *PROGRAM PLANNING; *STATE PROGRAMS; *VOCATIONAL EDUCATION; WORK STUDY PROGRAMS

IDENTIFIERS - *VOCATIONAL EDUCATION AMENDMENTS OF 1968

ABSTRACT - DESIGNED TO BE USED WITH "A GUIDE FOR COOPERATIVE VOCATIONAL EDUCATION" (ED 037 564), THIS RESOURCE MANUAL SUMMARIZES SELECTED FACTS AND SUGGESTIONS TO HELP STATE STAFFS IN DEVELOPING AND PLANNING COOPERATIVE VOCATIONAL EDUCATION PROGRAMS. SECTIONS ARE: (1) AN INTRODUCTORY SECTION DESCRIBING COOPERATIVE VOCATIONAL EDUCATION, (2) DEFINITION AND INTERPRETATION BASED ON PART G OF THE VOCATIONAL EDUCATION AMENDMENTS (VEA) OF 1968, (3) SOURCES OF FEDERAL FUNDING UNDER PARTS B-L OF THE VEA OF 1968, (4) GRANTS TO STATES UNDER PART G, (5) COMPARATIVE ANALYSIS OF COOPERATIVE EDUCATION PROGRAMS AND WORK-STUDY PROGRAMS, (6) DISCUSSION OF THE PART G REGULATIONS, (7) ALLOWABLE EXPENDITURES OF FEDERAL AND MATCHING FUNDS UNDER PARTS B AND G, (8) SUGGESTED CONTENT FOR APPLICATIONS AND TRAINING AGREEMENT, AND (9) PERSONS TO BE SERVED BY COOPERATIVE PROGRAMS. (S8)

VT 012 880 ED 048 508
COOPERATIVE OCCUPATIONAL EDUCATION PROGRAMS--A CONFERENCE SEMINAR TO EXTEND THE RANGE OF VOCATIONAL EDUCATION. FINAL REPORT.

CITY UNIV. OF NEW YORK, N.Y. DIV. OF TEACHER EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
BUREAU OF RESEARCH.

EDRS PRICE MF-\$0.65 HC-\$6.58
RR-9-0344
PUB DATE - DEC 70 151P.

DESCRIPTORS - *COOPERATIVE EDUCATION;
*EDUCATIONAL CHANGE; EDUCATIONAL NEEDS;
INSTRUCTOR COORDINATORS; *PROGRAM DEVELOPMENT; PROGRAM EVALUATION; *PROGRAM GUIDES; *VOCATIONAL EDUCATION

ABSTRACT - THIS GUIDE EXPLAINS THE BASIC CONCEPTS IN COOPERATIVE EDUCATION AND DESCRIBES THE ESSENTIAL CHARACTERISTICS OF EFFECTIVE PROGRAM DEVELOPMENT AND OPERATION. THE GUIDE IS THE FINAL REPORT OF A THREE-PHASE INSTITUTE WHICH DEVELOPED, IMPLEMENTED, AND EVALUATED PLANS FOR NEW DIRECTIONS IN

COOPERATIVE EDUCATION. AS A RESULT OF THIS INVESTIGATION, THE REPORT PROVIDES GUIDELINES AND PROCEDURES FOR REDIRECTING COOPERATIVE EDUCATION. NINE PAPERS PRESENTED BY PARTICIPANTS ARE APPENDED. (8H)

AC 010 202 ED 049 437

WALTON, BARBARA J.
SECOND ANNUAL REPORT AND EVALUATION OF THE TALENT CORPS/COLLEGE FOR HUMAN SERVICES. 1967-68 PROGRAM.

WOMEN'S TALENT CORPS, NEW YORK, N.Y.
EDRS PRICE MF-\$0.65 HC-\$3.29
PUB DATE - APR 69 63P.

DESCRIPTORS - ANNUAL REPORTS; CAREER OPPORTUNITIES; CERTIFICATION; *COMMUNITY COLLEGES; CORE CURRICULUM; *DISADVANTAGED GROUPS; *HUMAN SERVICES; *SUBPROFESSIONALS; URBAN AREAS; *WORK STUDY PROGRAMS
IDENTIFIERS - COLLEGE FOR HUMAN SERVICES; NEW YORK CITY; TALENT CORPS

ABSTRACT - THE TALENT CORPS/COLLEGE FOR HUMAN SERVICES IS AN ACTION ORIENTED TRAINING INSTITUTE AND COLLEGE ESTABLISHED IN 1964 TO TRAIN PERSONS FROM THE LOW INCOME AREAS OF NEW YORK CITY FOR PARAPROFESSIONAL CAREERS IN COMMUNITY AGENCIES SUCH AS SCHOOLS, HOSPITALS, SOCIAL SERVICE ORGANIZATIONS, AND RELATED SERVICE AGENCIES. ASIDE FROM TRAINING, ITS MANDATE INCLUDES CREATING NEW POSITIONS IN THE TRAINING AGENCY, SO THAT THOSE WHO COMPLETE 30 TO 36 WEEK WORK-STUDY PROGRAMS CAN BE PLACED IMMEDIATELY IN A PERMANENT JOB IN THE HELPING PROFESSIONS. THE MAJOR ACCOMPLISHMENTS OF 1968 WERE: (1) CAREER OPPORTUNITIES IN NEW FIELDS WERE OPENED TO PARAPROFESSIONALS; (2) FORMAL APPLICATION WAS MADE TO THE CITY OF NEW YORK FOR A CHARTER GRANTING THE COLLEGE AUTHORITY TO GRANT DEGREES; (3) A CORE CURRICULUM IN THE HUMAN SERVICES WAS DEVELOPED, REFINED, AND TESTED; AND (4) THE TALENT CORPS EXTENDED AND EXPANDED ITS RELATIONSHIPS WITH COMMUNITY AGENCIES. FURTHER SECTIONS OF THE REPORT ELABORATE ON THE STUDENTS' BACKGROUNDS, THE CURRICULUM, FIELD TRAINING, FACULTY ROLE, AND EVALUATION OF STUDENT GROWTH AND PERFORMANCE. (DM)

AC 010 242 ED 049 458

THE COLLEGE FOR HUMAN SERVICES. A NEW CONCEPT IN PROFESSIONAL HIGHER EDUCATION FOR LOW-INCOME ADULTS.

COLLEGE FOR HUMAN SERVICES, NEW YORK, N. Y.
EDRS PRICE MF-\$0.65 HC-\$3.29
PUB DATE - OCT 70 12P.

DESCRIPTORS - ADULT EDUCATION; *COMMUNITY COLLEGES; *DISADVANTAGED GROUPS; FACULTY; HISTORICAL REVIEWS; *HUMAN SERVICES; *PROFESSIONAL EDUCATION; *URBAN AREAS; WORK STUDY PROGRAMS
IDENTIFIERS - COLLEGE FOR HUMAN SERVICES; NEW YORK CITY

ABSTRACT - THIS SHORT DOCUMENT IS AN HISTORICAL REVIEW OF THE DEVELOPMENT OF THE COLLEGE FOR HUMAN SERVICES, A SPECIALIZED EDUCATIONAL INSTITUTION OFFERING A SUBSIDIZED TWO YEAR WORK STUDY PROGRAM WHICH PREPARES ADULTS FOR CAREERS AS NEW PROFESSIONALS IN

THE HUMAN SERVICES, THE OBJECTIVES, ACCOMPLISHMENTS, STUDENT AND FACULTY BACKGROUNDS AND ROLES, THE CURRICULUM, AND THE SOURCES OF FINANCIAL SUPPORT ARE BRIEFLY OVERVIEWED. (DM)

HE 002 345 ED 052 717
PORTMAN, DAVID N.
THE WORK-STUDY PROGRAM IN HIGHER EDUCATION.

SYRACUSE UNIV., N.Y.
EDRS PRICE MF-\$0.65 HC-\$3.29
PUB DATE - DEC 70 24P.

DESCRIPTORS - *HIGHER EDUCATION; *WORK STUDY PROGRAMS

ABSTRACT - THIS PAPER EXAMINES THE CONCEPT OF THE WORK-STUDY OR COOPERATIVE PROGRAM IN HIGHER EDUCATION AND DESCRIBES HOW IT OPERATES AT 6 COLLEGES AND UNIVERSITIES. DISCUSSION OF RESEARCH RESULTS CONCERNING THE ADVANTAGES OF SUCH PROGRAMS IS FOLLOWED BY SOME UNANSWERED QUESTIONS REGARDING THE TRUE EFFECTIVENESS OF WORK-STUDY PROGRAMS. A BIBLIOGRAPHY IN WHICH SOME ITEMS ARE ANNOTATED CONCLUDES THE PAPER. (JS)

HE 002 457 ED 053 689
RAUH, MORTON A.
THE ADVANTAGES OF WORK-STUDY PLANS.

ACADEMY FOR EDUCATIONAL DEVELOPMENT, INC.,
NEW YORK, N.Y.
EDRS PRICE MF-\$0.65 HC-\$3.29
PUB DATE - 71 15P.

DESCRIPTORS - COOPERATIVE PROGRAMS; COSTS; *FINANCIAL PROBLEMS; *HIGHER EDUCATION; MODELS; *WORK EXPERIENCE PROGRAMS

ABSTRACT - THE CONVENTIONAL RESPONSE TO THE FINANCIAL CRISIS FACING HIGHER EDUCATION IS TO INCREASE TUITION OR REQUEST LARGER LEGISLATIVE APPROPRIATIONS. ANOTHER RESPONSE, HOWEVER, IS POSSIBLE--THE WIDER USE OF COOPERATIVE EDUCATION OR WORK-STUDY PLANS. THERE ARE THREE DISTINCT ADVANTAGES TO WORK-STUDY PLANS: (1) LEARNING TAKES PLACE IN LESS COSTLY SETTINGS THAN THE CLASSROOM, THE LABORATORY, AND THE LIBRARY; (2) THE CAPACITY OF THE PHYSICAL PLANT CAN BE USED TO SERVE MORE STUDENTS; AND (3) THE INCREASED ENROLLMENT CAN BE SERVED WITHOUT PROPORTIONATE INCREASES IN COSTS. THIS PAPER DISCUSSES THE CALENDAR AND FINANCIAL OPERATIONS OF: (1) THE CONVENTIONAL MODEL EXTENDING OVER A NOMINAL 9-MONTH PERIOD; (2) THE 4-QUARTER WORK-STUDY MODEL; ALL BASED ON A STUDENT ENROLLMENT OF 1000, A FACULTY OF 100, \$2,100 TUITION, AND A MEDIAN FACULTY SALARY OF \$14,000. (AF)

HE 002 511 ED 053 711
COHEN, AUDREY C.
HUMAN SERVICE INSTITUTES. AN ALTERNATIVE FOR PROFESSIONAL HIGHER EDUCATION.

COLLEGE FOR HUMAN SERVICES, NEW YORK, N. Y.
EDRS PRICE MF-\$0.65 HC-\$3.29
PUB DATE - MAR 70 23P.

DESCRIPTORS - COMMUNITY INVOLVEMENT; *EXPERIMENTAL COLLEGES; FIELD EXPERIENCE PROGRAMS; *HUMAN SERVICES; INNOVATION;

INSTITUTIONAL ROLE; *PROFESSIONAL EDUCATION; *SOCIAL RESPONSIBILITY; STUDENT PARTICIPATION; *WORK STUDY PROGRAMS

ABSTRACT - THIS PAPER PROPOSES A NEW KIND OF EDUCATIONAL INSTITUTION, THE HUMAN SERVICES INSTITUTE (HSI), WHICH WOULD OFFER AN ACTION ORIENTED WORK-STUDY PROGRAM OF FLEXIBLE DURATION TO PREPARE YOUNG PEOPLE FOR PROFESSIONS IN THE HUMAN SERVICES SUCH AS HEALTH, EDUCATION, WELFARE, LAW, GUIDANCE, SOCIAL WORK, THERAPY, URBAN PLANNING, AND PUBLIC SERVICE. SUCH INSTITUTIONS WOULD PROVIDE A SOLUTION TO MANY OF THE PROBLEMS FACING HIGHER EDUCATION TODAY--PROBLEMS OF ACCESSIBILITY, EFFECTIVENESS, HOMOGENEITY, RIGIDITY, CREDENTIALS, AND SOCIAL ISOLATION--AND BECOME CATALYSTS FOR SOCIAL CHANGE. THE HSI IS BASED ON THE BELIEF THAT TRADITIONAL PROFESSIONAL TRAINING FAILS TO FOSTER AN INTEREST IN HUMAN SERVICE, TO RELATE COURSES TO PRACTICAL WORK, OR TO INVOLVE STUDENTS IN ACADEMIC DECISION MAKING REGARDING THEIR OWN CAREERS. THE WORK-STUDY PROGRAM OF THE HSI WOULD OFFER AN INTENSIVE FIELD EXPERIENCE COMPLEMENTARY TO ACADEMIC STUDIES, MAKE A BA AVAILABLE IN 2 YEARS, AND PROVIDE A BROAD CURRICULUM. THE PAPER DISCUSSES THE HSI'S PROGRAM, OBJECTIVES, PROSPECTIVE STUDENTS AND FACULTY, EVALUATION AND CERTIFICATION PROCEDURES, AND RELATIONSHIP WITH TRADITIONAL GRADUATE SCHOOLS. (JS)

JC 710 211 ED 053 712
BROWN, ROBERT L.
COOPERATIVE EDUCATION.

AMERICAN ASSOCIATION OF JUNIOR COLLEGES,
WASHINGTON, D.C.
EDRS PRICE MF-\$0.65 HC-\$3.29
AMERICAN ASSOCIATION OF JUNIOR COLLEGES, ONE
DUPONT CIRCLE, N.W., WASHINGTON, D.C. 20036
(\$2.00)
PUB DATE - 71 32P.

DESCRIPTORS - *COOPERATIVE EDUCATION; COOPERATIVE PROGRAMS; FIELD EXPERIENCE PROGRAMS; *JUNIOR COLLEGES; *VOCATIONAL EDUCATION; *WORK EXPERIENCE PROGRAMS; *WORK STUDY PROGRAMS

ABSTRACT - COOPERATIVE EDUCATION INVOLVES ON-CAMPUS INSTRUCTION AND OFF-CAMPUS WORK EXPERIENCE. THESE PROGRAMS CAN BE REFERRED TO AS WORK STUDY, FIELD WORK, OR WORK EXPERIENCE. THE STUDENT HAS THE ADVANTAGE OF APPLYING HIS KNOWLEDGE IN A WORK SITUATION; THE COLLEGE GAINS FINANCIAL BENEFITS; AND THE EMPLOYER HAS THE OPPORTUNITY TO INFLUENCE THE STUDENT TO CHOOSE HIS BUSINESS AS A CAREER. VARIOUS METHODS INCLUDE: (1) ALTERNATING A FULL TERM IN SCHOOL WITH A FULL TERM ON THE JOB; (2) WORK EXPERIENCE PARALLELING ENROLLMENT IN REGULAR COLLEGE CLASSES; (3) ONE TERM ON THE JOB AS AN INITIAL STEP INTO EXPANDED TYPES OF COOPERATIVE PROGRAMS; AND (4) WORKING FULL TIME WHILE ATTENDING CLASS PART TIME IN ORDER TO UPDATE WORK SKILLS FOR CAREER IMPROVEMENT. AN EMPLOYER'S RESPONSIBILITIES ARE: PLANNING A COOPERATIVE PROGRAM, EMPLOYING STUDENTS; AND ORIENTATION, SUPERVISION, AND EVALUATION OF STUDENT PERFORMANCES. PROGRAM IMPLEMENTATION INVOLVES: ORGANIZATION AND STAFFING, GRADING, FEES, STUDENT TRANSCRIPTS, CO-OPERATIVE

HANDBOOK, AND PROGRAM PROMOTION. COOPERATIVE EDUCATION PROGRAMS HAVE A POTENTIAL EFFECT ON NEW METHODS OF INSTRUCTION, CAREER-STEP SYSTEMS, NEW FIELD EXPERIENCES, "OUTREACH" SYSTEMS, AND INTERNATIONAL INVOLVEMENT. PROBLEMS AND POSSIBLE SOLUTIONS ARE DISCUSSED. EXAMPLES OF PROGRAMS ARE OFFERED IN MERCHANDISING MANAGEMENT, MANUFACTURING INDUSTRY, AND RETAIL MANAGEMENT TRAINING. (CA)

VT 012 906 ED 057 180

BUTLER, ROY L.; YORK, EDWIN G.
WHAT SCHOOL ADMINISTRATORS SHOULD KNOW ABOUT COOPERATIVE VOCATIONAL EDUCATION.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL AND TECHNICAL EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-\$0.65 HC-\$3.29
INF-SER-37
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402
(STOCK NO. 1780-0772, \$.25)
PUB DATE - MAY 71 18P.

DESCRIPTORS - *ADMINISTRATOR GUIDES;
*ADMINISTRATOR ROLE; ADVISORY COMMITTEES;
*COOPERATIVE EDUCATION; EDUCATIONAL EQUIPMENT; FINANCIAL NEEDS; FINANCIAL SUPPORT; GUIDANCE SERVICES; INSTRUCTIONAL STAFF; *PROGRAM ADMINISTRATION; PROGRAM DEVELOPMENT; PROGRAM EVALUATION; PROGRAM PLANNING; SUPERVISION; *VOCATIONAL EDUCATION

ABSTRACT - THIS PUBLICATION IS DESIGNED TO SERVE SCHOOL ADMINISTRATORS INTERESTED IN REVIEWING THE KEY ADMINISTRATIVE CONCEPTS RELATIVE TO COOPERATIVE VOCATIONAL EDUCATION. THE DOCUMENT IDENTIFIES THE VARIOUS TYPES OF COOPERATIVE PROGRAMS, THE ADVANTAGES OF COOPERATIVE EDUCATION, AND THE MAJOR LIMITING FACTORS RELATED TO THE ADMINISTRATION OF THESE PROGRAMS. SPECIAL ATTENTION IS GIVEN TO ADMINISTRATIVE MATTERS SUCH AS (1) FUNDING, (2) STAFFING AND SUPERVISION, (3) ADVISORY COMMITTEES, (4) EQUIPMENT AND FACILITIES, AND (5) PROGRAM EVALUATION. THE COMPACT NATURE OF THIS REVIEW AND ITS ORGANIZATION INTO GUIDELINE FORMAT SHOULD BE OF FURTHER ASSISTANCE TO THE SCHOOL ADMINISTRATOR IN PLANNING AND DEVELOPING COOPERATIVE EDUCATION PROGRAMS. (AUTHOR/JS)

HE 002 730 ED 057 744

CREDIT FOR LIFE AND WORK EXPERIENCE.

YMCA OF METROPOLITAN CHICAGO, ILL. CAREER OPTIONS RESEARCH AND DEVELOPMENT (CORD). NATIONAL CENTER FOR EDUCATIONAL RESEARCH AND DEVELOPMENT (DHEW/OE), WASHINGTON, D.C.
EDRS PRICE MF-\$0.65 HC-\$3.29
BR-7-0329
PUB DATE - SEP 71 24P.

DESCRIPTORS - *COLLEGE CREDITS; COLLEGE STUDENTS; *DEGREE REQUIREMENTS; *EQUIVALENCY TESTS; *HIGHER EDUCATION; *WORK EXPERIENCE

ABSTRACT - THIS REPORT IS CONCERNED WITH THE ISSUES AT HAND REGARDING THE AWARDED OF ACADEMIC CREDIT FOR WORK OR LIFE EXPERIENCE RELEVANT TO THE FIELD A STUDENT WISHES TO STUDY. FOUR MAJOR RECOMMENDATIONS ARE MADE WITHIN THE REPORT: (1) A COMMITTEE SHOULD BE

SET UP TO GOVERN THE ACCREDITING OF LIFE AND WORK EXPERIENCE, TO DETERMINE THE OVERALL POLICY, AND TO REVIEW APPLICATIONS FOR CREDIT; (2) A COUNSELING PROGRAMS SHOULD BE SET UP TO ADVISE STUDENTS OF THE ACCREDITING PROCEDURE, TO HELP THEM ASSESS THEIR OWN BACKGROUNDS AND QUALIFICATIONS, AND TO HELP THEM OBTAIN SUFFICIENT EVIDENCE, REFERENCES, AND DEMONSTRATION OF EXPERIENCE; (3) THE STUDENT SHOULD ACTIVATE THE PROCEDURE BY COMPLETING AN APPLICATION AND BY OBTAINING SUCH REFERENCES AND INFORMATION AS WOULD BE NEEDED TO SUBSTANTIATE HIS CLAIM; AND (4) A DEGREE OF FLEXIBILITY SHOULD BE MAINTAINED IN ORDER TO ASSURE THE PARTICIPATING STUDENT OF THE FAIREST DECISION POSSIBLE (HS)

JC 720 010 ED 057 774

A DESCRIPTIVE ANALYSIS OF PROGRAMS FOR THE DISADVANTAGED IN TWO-YEAR COLLEGES.

PENNSYLVANIA STATE DEPT. OF EDUCATION, HARRISBURG. BUREAU OF CURRICULUM DEVELOPMENT AND EVALUATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
DIV. OF VOCATIONAL AND TECHNICAL EDUCATION.
EDRS PRICE MF-\$0.65 HC-\$3.29
PUB DATE - OCT 71 51P.

DESCRIPTORS - *DISADVANTAGED GROUPS;
*DISADVANTAGED YOUTH; *JUNIOR COLLEGES;
*PROGRAM DESCRIPTIONS; *PROGRAM EVALUATION

ABSTRACT - THIS REVIEW OF THE LITERATURE FROM HIGHER EDUCATION CONCERNING COMPENSATORY EDUCATION FOCUSES ON THOSE PROGRAMS AND PRACTICES THAT HELP DISADVANTAGED STUDENTS ENTER INSTITUTIONS OF HIGHER EDUCATION AS WELL AS THOSE DESIGNED TO HELP THEM SUCCEED ONCE ENROLLED. RECRUITMENT, ADMISSION, AND FINANCIAL AID PRACTICES TO HELP DISADVANTAGED STUDENTS ENTER INSTITUTIONS OF HIGHER EDUCATION WERE DISCUSSED AS WELL AS INSTRUCTIONAL PROGRAMS IN BASIC COMMUNICATION SKILLS, TUTORIAL PROGRAMS, SUMMER PROGRAMS, EVALUATION, CULTURAL ENRICHMENT PROGRAMS, ETHNIC STUDIES PROGRAMS, AND SPECIAL GUIDANCE AND COUNSELING SERVICES DESIGNED TO ASSIST THE DISADVANTAGED ONCE THEY ENROLL. THE MAIN FOCUS OF THE PAPER WAS TO EXAMINE THE NATURE OF, AND EXTENT TO WHICH, THESE COMPENSATORY PRACTICES AND PROGRAMS ACTUALLY EXIST IN 2-YEAR COLLEGES. (AUTHOR/AL)

JC 720 054 ED 058 880

COMMUNITY COLLEGE VOCATIONAL COOPERATIVE EDUCATION: EXEMPLARY PROJECT IN VOCATIONAL EDUCATION CONDUCTED UNDER PART D OF PUBLIC LAW 90-576. FIRST ANNUAL REPORT.

COAST COMMUNITY COLL. DISTRICT, COSTA MESA, CALIF.; SAN MATEO JUNIOR COLL. DISTRICT, CALIF.
BUREAU OF ADULT, VOCATIONAL, AND TECHNICAL EDUCATION (DHEW/OE), WASHINGTON, D.C.
EDRS PRICE MF-\$0.65 HC-\$3.29
DEC-0-71-C527(361)
PROJ-C-361-CC69
PUB DATE - 1 NOV 71 51P.

DESCRIPTORS - *COOPERATIVE EDUCATION; *JUNIOR COLLEGES; *TECHNICAL EDUCATION; *VOCATIONAL EDUCATION; *WORK STUDY PROGRAMS
IDENTIFIERS - CALIFORNIA

ABSTRACT - THIS IS THE FIRST ANNUAL REPORT OF A 3-YEAR EXEMPLARY PROJECT, FINANCED BY THE U.S. OFFICE OF EDUCATION TO PROVE THAT VOCATIONAL COOPERATIVE EDUCATION--A COMMUNITY COLLEGE PLAN FOR CAREER PREPARATION THROUGH CLASSROOM STUDY AND OFF-CAMPUS, PAID WORK EXPERIENCE--IS AN EFFECTIVE SOLUTION TO THE PROBLEMS OF STUDENT MOTIVATION, EDUCATIONAL RELEVANCE, AND BRIDGING THE GAP BETWEEN SCHOOL AND EMPLOYMENT. THE MAJOR OBJECTIVES SPECIFIED FOR THE FIRST YEAR OF THE PROGRAM WERE TO ESTABLISH A NATIONAL DEMONSTRATION MODEL AND TO DEMONSTRATE THE EFFECTIVENESS OF (1) ALTERNATE SEMESTER, PARALLEL AND EXTENDED-DAY PLANS, (2) RECRUITMENT, DEVELOPMENT AND COORDINATION PROCEDURES, (3) DISADVANTAGED STUDENT RECRUITMENT AND MAINTENANCE, (4) TECHNICAL, BUSINESS AND PARAPROFESSIONAL MANPOWER RECRUITMENT AND TRAINING, AND (5) "OUTREACH" INSTRUCTION AND COUNSELING. WITHIN THIS FRAMEWORK, 24 LESSER GOALS AND OBJECTIVES WERE SPECIFIED FOR THE EXEMPLARY PROGRAM. IN ALL CASES THE PRIMARY GOVERNING PHILOSOPHY WAS NOT TO PROVE THE CONCEPT OF COOPERATIVE EDUCATION, BUT RATHER TO DETERMINE THE MOST EFFECTIVE VOCATIONAL CURRICULUM PATTERNS AND PROCEDURES. EFFORTS EXPENDED IN THESE DIRECTIONS ARE REVIEWED IN A DISCUSSION OF PROGRAM PROCEDURES, FIRST YEAR PROGRESS, BUDGET ARRANGEMENTS AND PROGRAM EVALUATION. (AL)

VT 012 905 ED 059 348

BUTLER, ROY L.; YORK, EDWIN G.
WHAT TEACHER-COORDINATORS SHOULD KNOW ABOUT COOPERATIVE VOCATIONAL EDUCATION.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL AND TECHNICAL EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-\$0.65 HC-\$3.29
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SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402
(STOCK NO. 1780-0771, \$3.30)
PUB DATE - MAY 71 27P.

DESCRIPTORS - ADVISORY COMMITTEES; COMMUNITY SURVEYS; *COOPERATIVE EDUCATION; EDUCATIONAL STRATEGIES; GUIDANCE SERVICES; GUIDELINES; *INSTRUCTOR COORDINATORS; JOB PLACEMENT; LABOR LAWS; *PROGRAM COORDINATION; PROGRAM DEVELOPMENT; PROGRAM EVALUATION; *PROGRAM PLANNING; STUDENT INTERESTS; STUDENT NEEDS; *VOCATIONAL EDUCATION; YOUTH CLUBS

ABSTRACT - PRIMARILY INTENDED TO SERVE AS A REFERENCE FOR IN-SERVICE TEACHER COORDINATORS, THIS DOCUMENT PROVIDES AN OVERVIEW OF KEY POINTS REGARDING THE DEVELOPMENT AND OPERATION OF COOPERATIVE VOCATIONAL EDUCATION PROGRAMS. WRITTEN FROM THE PERSPECTIVE OF THE TEACHER-COORDINATOR, THE DISCUSSION CENTERS AROUND THE BROAD TOPICS OF PLANNING, COORDINATING, AND EVALUATING COOPERATIVE PROGRAMS. MORE SPECIFICALLY THE TOPICS INCLUDE: (1) WORKING WITH THE ADMINISTRATOR, (2) PROMOTING THE PROGRAM, (3) SURVEYING STUDENT INTERESTS AND NEEDS, (4) SURVEYING COMMUNITY RESOURCES, (5) DEVELOPING COOPERATIVE TRAINING STATIONS, (6) PLANNING AND COORDINATING INSTRUCTION, (7) YOUTH ORGANIZATIONS, AND (8) LABOR LAWS. THE GUIDELINE FORMAT OF THIS DOCUMENT SHOULD FURTHER ASSIST THE TEACHER-COORDINATOR IN

PLANNING AND DEVELOPING PROGRAMS. RELATED DOCUMENTS ARE AVAILABLE AS ED 057 180, AND VT 012 907 IN THIS ISSUE. (AUTHOR/JS)

VT 012 907 ED 059 349

YORK, EDWIN G.; BUTLER, ROY L.
WHAT STATE LEADERS SHOULD KNOW ABOUT COOPERATIVE VOCATIONAL EDUCATION.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL AND TECHNICAL EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-\$0.65 HC-\$3.29
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SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402
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PUB DATE - MAR 71 26P.

DESCRIPTORS - ADMINISTRATOR ROLE; *COOPERATIVE EDUCATION; INSTRUCTOR COORDINATORS; *LEADERS GUIDES; PROGRAM ADMINISTRATION; *PROGRAM DEVELOPMENT; PROGRAM EVALUATION; PROGRAM IMPROVEMENT; PROGRAM PLANNING; STATE SUPERVISORS; TEACHER EDUCATION; *TEACHER EDUCATORS; *VOCATIONAL EDUCATION

ABSTRACT - BASED ON A REVIEW OF RELATED LITERATURE, THIS DOCUMENT IS DESIGNED TO SERVE STATE SUPERVISORS AND TEACHER EDUCATORS INTERESTED IN REVIEWING THE KEY CONCEPTS RELATIVE TO COOPERATIVE VOCATIONAL EDUCATION. THE COMPACT NATURE OF THE REVIEW AND ITS ORGANIZATION INTO GUIDELINES FORMAT SHOULD PROVIDE A READY REFERENCE FOR THE PRACTITIONER SEEKING TO DEVELOP AND IMPROVE WORK-STUDY PROGRAMS IN HIS STATE. SPECIAL ATTENTION HAS BEEN GIVEN TO (1) ESSENTIAL ELEMENTS OF SUCCESSFUL PROGRAMS, (2) PLANNING AND IMPLEMENTATION, (3) EXTENSION AND IMPROVEMENT OF PROGRAMS, (4) RECRUITMENT AND TRAINING OF COORDINATORS, (5) PROMOTIONAL ACTIVITIES, AND (6) STATUS OF EVALUATION. RELATED DOCUMENTS ARE AVAILABLE AS ED 057 180, AND VT 012 905 IN THIS ISSUE. (AUTHOR/JS)

VT 014 814 ED 060 205

DONLEY, AUDREY BELL
COOPERATIVE OFFICE EDUCATION: ITS EVOLUTION IN THE SECONDARY SCHOOLS OF THE UNITED STATES FROM 1900-1969.

DOCUMENT NOT AVAILABLE FROM EDRS.
UNIVERSITY MICROFILMS, INC., P.O. BOX 1764,
ANN ARBOR, MICHIGAN 48106 (MF \$4.00;
XEROGRAPHY \$10.00)
PUB DATE - MAY 71 375P.; PH.D. DISSERTATION,
NORTH DAKOTA UNIVERSITY

DESCRIPTORS - *BUSINESS EDUCATION; *COOPERATIVE EDUCATION; DOCTORAL THESES; EDUCATIONAL OBJECTIVES; *HISTORICAL REVIEWS; *OFFICE OCCUPATIONS EDUCATION; *PROGRAM DEVELOPMENT; SECONDARY EDUCATION; VOCATIONAL EDUCATION

ABSTRACT - USING THE HISTORICAL, DOCUMENTARY ANALYSIS, AND QUESTIONNAIRE METHODS OF RESEARCH, THIS STUDY TRACES THE DEVELOPMENT AND EVOLUTION OF COOPERATIVE OFFICE EDUCATION IN THE SECONDARY SCHOOLS OF THE UNITED STATES FROM 1900 THROUGH 1969. THE STUDY WAS ORGANIZED UNDER THE FOLLOWING TOPICAL

DIVISIONS: (1) ORIGINAL OF VOCATIONAL EDUCATION, (2) DEVELOPMENT OF VOCATIONAL EDUCATION, (3) EMERGING OF COOPERATIVE EDUCATION, (4) ESTABLISHMENT OF COOPERATIVE PROGRAMS IN BUSINESS EDUCATION, (5) GROWTH OF COOPERATIVE OFFICE EDUCATION, AND (6) NATIONAL OVERVIEW OF COOPERATIVE OFFICE EDUCATION. AMONG THE POINTS BROUGHT OUT IN THE STUDY WERE: (1) BUSINESS EDUCATION WAS FOUND ONLY IN THE TECHNICAL AND COMMERCIAL SECONDARY SCHOOLS OF THE LARGER CITIES BEFORE THE FIRST DECADE OF THE 20TH CENTURY. (2) ALTHOUGH NOT SUPPORTED BY FEDERAL ASSISTANCE, BUSINESS EDUCATION BY 1930 WAS TAKING A LEAD IN DEVELOPING COOPERATIVE EDUCATION PROGRAMS, (3) COOPERATIVE OFFICE EDUCATION PROGRAMS MOST OFTEN BEGAN IN LARGE INDUSTRIAL CITIES AND STATES, AND (4) SINCE 1963, PROGRAM OBJECTIVES HAVE TENDED TO BE MORE STUDENT ORIENTED. RECOMMENDATIONS FOR FURTHER RESEARCH, AND FOR IMPROVING COOPERATIVE OFFICE EDUCATION ARE INCLUDED. (JS)

VT 014 932 ED 061 435
COOPERATIVE EDUCATION GENERAL RELATED INSTRUCTIONAL UNITS.

ARIZONA STATE DEPT. OF VOCATIONAL EDUCATION,
PHOENIX.
EDRS PRICE MF-\$0.65 HC-\$6.58
PUB DATE - JUN 70 162P.; JUNE 1970 REVISION

DESCRIPTORS - CAREER PLANNING; *COOPERATIVE EDUCATION; HUMAN RELATIONS; *INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; *STUDY GUIDES; *VOCATIONAL ADJUSTMENT; WORKBOOKS; *YOUTH CLUBS
IDENTIFIERS - DECA; DISTRIBUTIVE EDUCATION CLUBS OF AMERICA; FFA; FHA; FUTURE FARMERS OF AMERICA; FUTURE HOMEMAKERS OF AMERICA; VICA; VOCATIONAL INDUSTRIAL CLUBS OF AMERICA

ABSTRACT - RESULTING FROM THE EFFORTS OF TEACHER-COORDINATORS IN A 3-WEEK WORKSHOP, THIS STUDY GUIDE WAS DESIGNED TO HELP STUDENT-TRAINEES ADJUST TO THE MANY FACTORS OF THE WORLD OF WORK. INCLUDING MATERIAL USEFUL IN A GENERAL RELATED CLASS, THE STUDY GUIDE IS ARRANGED IN THE FOLLOWING 10 UNITS: (1) INTRODUCTION TO COOPERATIVE EDUCATION, (2) YOUTH CLUBS AND PARLIAMENTARY PROCEDURE, (3) HUMAN RELATIONS, (4) THE RELATIONSHIP BETWEEN HEALTH, SAFETY, AND LABOR LAWS, (5) MANAGING YOUR PERSONAL FINANCES, (6) BUSINESS ORGANIZATION, (7) LABOR-MANAGEMENT, (8) CHOOSING A CAREER, (9) SEEKING EMPLOYMENT, AND (10) STATE COMPENSATION FUND. ALSO, THE STUDY GUIDE IS ORGANIZED TO ALLOW THE TEACHER TO USE THE UNITS IN ANY ORDER HE CHOOSES. ASSIGNMENT SHEETS ARE PROVIDED FOR EACH UNIT. (JS)

VT 014 966 ED 061 440
DOPP, JOAN; NICHOLSON, ATHYLEEN
GUIDELINES FOR COOPERATIVE VOCATIONAL EDUCATION IN COMMUNITY COLLEGES.

WASHINGTON STATE BOARD FOR COMMUNITY COLL.
EDUCATION, OLYMPIA.; WASHINGTON STATE
COORDINATING COUNCIL FOR OCCUPATIONAL
EDUCATION, OLYMPIA.
EDRS PRICE MF-\$0.65 HC-\$3.29
PUB DATE - ND 49P.

DESCRIPTORS - ADMINISTRATOR ROLE; *COMMUNITY

COLLEGES; *COOPERATIVE EDUCATION; EMPLOYERS;
*GUIDELINES; *INSTRUCTOR COORDINATORS;
MANUALS; PROGRAM DEVELOPMENT; PROGRAM
EVALUATION; PROGRAM GUIDES; PROGRAM PLANNING;
TEACHER ROLE; TECHNICAL EDUCATION;
*VOCATIONAL EDUCATION
IDENTIFIERS - WASHINGTON

ABSTRACT - REPRESENTATIVES FROM EDUCATION, BUSINESS, INDUSTRY, LABOR, AND GOVERNMENT MET IN A 3-PHASE COOPERATIVE EDUCATION WORKSHOP TO ESTABLISH COMMON AGREEMENT ON CRITERIA AND IMPROVEMENT OF COOPERATIVE VOCATIONAL EDUCATION IN COMMUNITY COLLEGES OF THE STATE. WITH EMPHASIS GIVEN TO FEASIBILITY STUDIES, TRAINING AGREEMENTS, LEGAL IMPLICATIONS, AND PHILOSOPHICAL VIEWS, THIS MANUAL WAS DEVELOPED AS AN AID TO ADMINISTRATORS AND TEACHER COORDINATORS INTERESTED IN IMPLEMENTING, EVALUATING, OR DEVELOPING COOPERATIVE PROGRAMS. MAJOR SECTIONS OF THE MANUAL ARE: (1) WHAT IS COOPERATIVE VOCATIONAL EDUCATION, (2) STEPS IN PLANNING, (3) RESPONSIBILITIES OF THE INSTRUCTOR-COORDINATOR, (4) RESPONSIBILITIES OF THE EMPLOYER, (5) LEGAL RESPONSIBILITIES, (6) INITIATION AND MAINTENANCE OF GOOD PUBLIC RELATIONS, AND (7) EVALUATION OF A COOPERATIVE VOCATIONAL EDUCATION PROGRAM. ALSO INCLUDED ARE SEVERAL SAMPLE WORK FORMS USED BY THE COORDINATOR. (JS)

VT 015 C37 ED 062 524
SHENKER, M.
ADVISORY COMMITTEES FOR COOPERATIVE EDUCATION PROGRAMS.

TRENTON STATE COLL., N.J. DEPT. OF BUSINESS
EDUCATION.
EDRS PRICE MF-\$0.65 HC-\$3.29
PUB DATE - ND 68P.

DESCRIPTORS - *ADVISORY COMMITTEES; BUSINESS EDUCATION; COMMITTEES; *COOPERATIVE EDUCATION; *DISTRIBUTIVE EDUCATION; *GUIDES; OFFICE OCCUPATIONS EDUCATION; *PROGRAM ADMINISTRATION; SCHOOL COMMUNITY RELATIONSHIP; SCHOOL INDUSTRY RELATIONSHIP

ABSTRACT - INSTRUCTOR-COORDINATORS AS WELL AS ADMINISTRATORS AND PROGRAM PLANNERS SHOULD FIND THIS GUIDE USEFUL IN WORKING WITH ADVISORY COMMITTEES ON VOCATIONAL EDUCATION. SPECIFICALLY, THE PURPOSE OF THE BOOKLET IS TO DISCUSS THE USE OF ADVISORY COMMITTEES IN THE DISTRIBUTIVE EDUCATION AND COOPERATIVE OFFICE EDUCATION AREAS. MAJOR SECTIONS OF THE GUIDE ARE: (1) INTRODUCTION, (2) COMMITTEE COMPOSITION, (3) ORGANIZATION OF COMMITTEE, (4) OPERATION OF COMMITTEE, (5) ROLE AND FUNCTION, (6) EVALUATION, AND (7) CONCLUSION. INCLUDED IN THE APPENDICES ARE AGENDA FOR THE INITIAL AND REGULAR COMMITTEE MEETINGS, SUGGESTED STUDENT RECRUITMENT AND SELECTION PROCEDURES, AND INFORMATION CONCERNING VARIOUS TYPES OF COMMITTEES AND THEIR FUNCTIONS. (JS)

AA 500 165 EJ 000 480
VALIEN, PRESTON
THE HIGHER EDUCATION AMENDMENTS OF 1968

AMER EDUC; 5; 1; 10-11
PUB DATE - DEC 68-JAN 69

DESCRIPTORS - COOPERATIVE EDUCATION;
DISADVANTAGED YOUTH; *EDUCATIONAL
LEGISLATION; *FINANCIAL SUPPORT; GRADUATE
EDUCATION; *HIGHER EDUCATION; LAW
INSTRUCTION; LEGISLATION
IDENTIFIERS - HIGHER EDUCATION ACT; NATIONAL
DEFENSE EDUCATION ACT; NDEA

JC 500 129 EJ 014 430
LUPTON, D. KEITH
"CAMPUS STRETCHING" THROUGH COOPERATIVE
EDUCATION

JUNIOR COLL J; 40; 5; 37-39
PUB DATE - 70 FEB

DESCRIPTORS - *COMMUNITY INVOLVEMENT;
*COMMUNITY SERVICES; *COOPERATIVE EDUCATION;
*JUNIOR COLLEGES; *WORK EXPERIENCE PROGRAMS

ABSTRACT - COOPERATIVE EDUCATION COMBINES ON-
THE-JOB TRAINING WITH CLASSROOM EXPERIENCES.
IT UTILIZES THE COMMUNITY'S BUSINESSES,
INDUSTRIES, AND SERVICES. (MS)

HE 500 710 EJ 015 058
MEACHAM, CARL
COOPERATIVE EDUCATION: AN ANSWER?

LIBERAL EDUC; 15; 4; 571-575
PUB DATE - 69 DEC

DESCRIPTORS - *COOPERATIVE EDUCATION;
COOPERATIVE PROGRAMS; DEGREE REQUIREMENTS;
*HIGHER EDUCATION; *SCHOOL INDUSTRY
RELATIONSHIP; STUDENT ATTITUDES; *STUDENT
EMPLOYMENT; *WORK STUDY PROGRAMS
IDENTIFIERS - *MARY HOLMES COLLEGE, WEST
POINT, MISSISSIPPI

VT 501 174 EJ 015 691
SHAPIRO, STEVEN L.
TRANSPORTATION MANAGEMENT: QUEENSBOROUGH
COMMUNITY COLLEGE MAKES THE GOING FIRST.

BUS EDUC FORUM; V24 N5 P.4-6 FEB 1970
PUB DATE - ND

DESCRIPTORS - ASSOCIATE DEGREES; *COMMUNITY
COLLEGES; *COOPERATIVE PROGRAMS; *MANAGEMENT
EDUCATION; *PROGRAM DEVELOPMENT; SCHOOL
INDUSTRY RELATIONSHIP; *TRANSPORTATION

ABSTRACT - DESCRIBED IN THIS ARTICLE IS A
COOPERATIVE EFFORT BETWEEN AN AIRLINE AND THE
QUEENSBOROUGH COMMUNITY COLLEGE IN TRAINING
AND UPGRADING EMPLOYEES IN THE FIELD OF
TRANSPORTATION MANAGEMENT.

VT 501 529 EJ 021 966
WATSON, NORMAN E.
CORPORATIONS AND THE COMMUNITY COLLEGES: A
GROWING LIAISON?

TECH EDUC NEWS; 29; 2; 3-6
PUB DATE - APR/MAY '70

DESCRIPTORS - *COMMUNITY COLLEGES;
COOPERATIVE EDUCATION; *COOPERATIVE PROGRAMS;
*SCHOOL INDUSTRY RELATIONSHIP; VOCATIONAL
EDUCATION

IDENTIFIERS - OCCUPATIONAL EDUCATION

ABSTRACT - THE COMMUNITY COLLEGE CAN TAKE
ADVANTAGE OF ITS OPPORTUNITIES BY MAKING A
PRIME COMMITMENT TO OCCUPATIONAL EDUCATION
AND ESTABLISHING A CLOSE LIAISON WITH
BUSINESS AND INDUSTRY. (GR)

JC 500 187 EJ 022 689
SMITH, MARGARET D.
CO-OP EDUCATION

OPEN DOOR; 6; 3; 11-13
PUB DATE - SUM '70

DESCRIPTORS - *COOPERATIVE EDUCATION; *JUNIOR
COLLEGES; *TECHNICAL EDUCATION; *VOCATIONAL
EDUCATION
IDENTIFIERS - *NORTH CAROLINA

ABSTRACT - APPLYING CLASSROOM KNOWLEDGE IN
ACTUAL WORK SITUATIONS HAS BECOME FUNDAMENTAL
IN HOLDING TECHNICAL INSTITUTE'S HIGHLY
SUCCESSFUL TRAINING PROGRAM, AND HAS ENHANCED
THE SKILL AND SUCCESS OF THE HOLDING
GRADUATE. (JO)

JC 500 190 EJ 022 974
NEW DAY DAWNS FOR THE HANDICAPPED

OPEN DOOR; 6; 3; 19
PUB DATE - SUM '70

DESCRIPTORS - *COOPERATIVE EDUCATION;
*HANDICAPPED STUDENTS; *JUNIOR COLLEGES;
*RECREATIONAL PROGRAMS; *VOCATIONAL EDUCATION
IDENTIFIERS - *NORTH CAROLINA

ABSTRACT - PROVIDING CLASSROOM INSTRUCTION
AND PRACTICAL EXPERIENCE FOR THOSE INTERESTED
IN WORKING WITH THE HANDICAPPED IS CURRENTLY
THE OBJECTIVE OF CALDWELL COMMUNITY COLLEGE
AND TECHNICAL INSTITUTE'S RECREATIONAL
THERAPY TECHNOLOGY PROGRAM. (JO)

VT 501 772 EJ 026 241
CARMICHAEL, JOHN HECTOR
THE 1969 RESEARCH-AWARD STUDY.

DELTA PI EPSILON J; V12 N3 P.1-13 MAY 1970
PUB DATE - ND

DESCRIPTORS - COOPERATIVE EDUCATION;
*CURRICULUM DEVELOPMENT; *CURRICULUM
RESEARCH; DISTRIBUTIVE EDUCATION; EMPLOYMENT
LEVEL; *JOB ANALYSIS; *JOB SKILLS;
*MANAGEMENT EDUCATION; POST SECONDARY
EDUCATION; RETAILING

ABSTRACT - SUMMARIZED IN THIS ARTICLE IS THE
AWARD-WINNING STUDY ON MID-MANAGEMENT
PROGRAMS IN POST-SECONDARY INSTITUTIONS. THE
STUDY NOTES THAT COOPERATIVE EDUCATION
PROGRAMS ARE EXTREMELY HELPFUL, AND THAT THE
TRADITIONAL DEPARTMENT STORE MODEL SHOULD NOT
BE EMPHASIZED IN DEVELOPING POST-SECONDARY
MID-MANAGEMENT CURRICULUMS.

JS CCC 001
LUCAS, STEPHEN RODNEY
GUIDELINES FOR ESTABLISHING POST-SECONDARY
DISTRIBUTIVE EDUCATION PROGRAMS IN OHIO.

DOCUMENT NOT AVAILABLE FROM EDRS.
UNIVERSITY MICROFILMS, P.O. BOX 1764, ANN

ARBOR, MICHIGAN 48106 (ORDER NO. 68-3018, MF \$3.00; XEROGRAPHY \$7.80)
PUB DATE - 67 170P. PH.D. DISSERTATION,
OHIO STATE UNIVERSITY

DESCRIPTORS - *COOPERATIVE EDUCATION; *POST
SECONDARY EDUCATION; *PROGRAM DEVELOPMENT;
*GUIDELINES; *DISTRIBUTIVE EDUCATION

ABSTRACT - THE PURPOSE OF THE STUDY WAS TO ASCERTAIN THOSE CHARACTERISTICS IN THE DEVELOPMENT AND OPERATION OF A POST-SECONDARY DISTRIBUTIVE EDUCATIONAL MID-MANAGEMENT PROGRAM WHICH RECEIVED MAJORITY AGREEMENT FROM SELECTED STATE SUPERVISORS OF DISTRIBUTIVE EDUCATION, TEACHER EDUCATORS OF DISTRIBUTIVE EDUCATION, POST-SECONDARY INSTRUCTORS OF DISTRIBUTIVE EDUCATION PROGRAMS, AND EMPLOYERS. RECOMMENDATIONS WERE MADE FOR ESTABLISHING POST-SECONDARY DISTRIBUTIVE EDUCATION PROGRAMS. SOME OF THE CONCLUSIONS RELATIVE TO THE OVERALL STUDY WERE: (1) THERE ARE GENERALIZABLE CHARACTERISTICS APPROPRIATE TO THE ORGANIZATION AND OPERATION OF A POST-SECONDARY DISTRIBUTIVE EDUCATION PROGRAM (PSDEP), (2) THE VARIOUS GROUPS OF PEOPLE INSTRUMENTAL IN THE ORGANIZATION AND OPERATION OF A PSDEP SHARE COMMON OPINIONS MORE TIMES THAN TO THE CONTRARY CONCERNING THE DESIRED CHARACTERISTICS OF A PSDEP, AND (3) THERE ARE GENERALIZABLE CHARACTERISTICS RELATIVE TO THE ORGANIZATION AND OPERATION OF THE PSDEP IN WHICH A MAJORITY OF THE PEOPLE INSTRUMENTAL IN ITS DEVELOPMENT WILL ENDORSE. POINTS COVERED IN THE GUIDELINES INCLUDE: (1) PLANNING THE PROGRAM, (2) TYPE OF INSTITUTION TO OFFER THE PROGRAM, (3) ACADEMIC DEGREE, (4) TYPE OF PROGRAM, (5) LENGTH OF PROGRAM, (6) CURRICULUM, AND (7) CLUB ORGANIZATION. (AUTHOR/JS)

JS 000 002
MASON, RALPH E.; HAINES, PETER G.
COOPERATIVE OCCUPATIONAL EDUCATION AND WORK
EXPERIENCE IN THE CURRICULUM.

INTERSTATE PRINTERS AND PUBLISHERS, DANVILLE,
ILLINOIS
PUB DATE - 65

DESCRIPTORS - *COOPERATIVE EDUCATION; *POST
SECONDARY EDUCATION; *PROGRAM PLANNING;
*PROGRAM DEVELOPMENT; *CURRICULUM DEVELOPMENT

ABSTRACT - THIS TEXT HAS AS A MAJOR OBJECTIVE THE ORIENTATION OF GUIDANCE PERSONNEL, DIRECTORS OF VOCATIONAL EDUCATION, SUPERVISORY PERSONNEL, AND SCHOOL ADMINISTRATORS TO THE FUNDAMENTAL METHODS OF ORGANIZING AND OPERATING HIGH SCHOOL LEVEL COOPERATIVE EDUCATION PROGRAMS. THE TEXT ALSO HAS A PRACTICAL EMPHASIS THAT WILL AID BOTH PRE-SERVICE AND IN-SERVICE TEACHER-COORDINATORS. THE BOOK CONCENTRATES ON THE ORGANIZATION AND OPERATION OF THE HIGH SCHOOL COOPERATIVE PHASE, TOUCHING ONLY SLIGHTLY ON METHODS OF HOW TO TEACH. OTHER ELEMENTS OF AN EDUCATIONAL PROGRAM, SUCH AS ADULT EDUCATION, POST HIGH SCHOOL EDUCATION, AND COLLEGIATE WORK, ARE DISCUSSED AS THEY RELATE TO OR SUPPLEMENT THE COOPERATIVE PROGRAMS. PROGRAM PLANNERS SHOULD BE PARTICULARLY INTERESTED IN CHAPTER FOUR WHICH DEALS WITH WORK EXPERIENCE PROGRAMS IN HIGHER EDUCATION AND

IN SECTION THREE WHICH DEALS WITH PLANNING, ORGANIZING, AND OPERATING THE COOPERATIVE OCCUPATIONAL EDUCATION PROGRAM. (AUTHOR/JS)

JS 000 003
COLLINS, S.A.
A DIRECTORY OF COOPERATIVE EDUCATION: ITS
PHILOSOPHY AND OPERATION IN PARTICIPATING
COLLEGES IN THE UNITED STATES AND CANADA.

COOPERATIVE EDUCATION ASSOCIATION,
PHILADELPHIA, PA.
PUB DATE - MAR 68 246P.

DESCRIPTORS - *COOPERATIVE EDUCATION;
*COLLEGES; *RESOURCE MATERIALS; *DIRECTORIES;
*JUNIOR COLLEGES

ABSTRACT - BASED ON A SURVEY OF 178 COLLEGES AND UNIVERSITIES, THIS DIRECTORY IDENTIFIES COOPERATIVE PROGRAMS LEADING TO BACCALAUREATE OR HIGHER DEGREES AS WELL AS THOSE LEADING TO NON-BACCALAUREATE DEGREES. THE PURPOSE OF THE DIRECTORY IS SERVE THE FOLLOWING GROUPS: (1) HIGH SCHOOL YOUTH OF THE UNITED STATES AND CANADA WHO ARE SEEKING TO MAKE AN INFORMED CHOICE OF A COLLEGE TO ATTEND, (2) COOPERATIVE PROGRAM ADMINISTRATORS WITHIN THE SCHOOLS SO THEY MAY BE ABLE TO MAKE COMPARISONS OF VARIOUS PROGRAMS, (3) EMPLOYER REPRESENTATIVES TO ACQUAINT THEM WITH A PROMISING SOURCE OF YOUTHFUL MANPOWER AND INFORM THEM OF COOPERATIVE EDUCATION PHILOSOPHY, (4) SECONDARY SCHOOL ADMINISTRATORS SO THEY MAY BETTER INFORM THEIR STUDENTS ABOUT COOPERATIVE EDUCATION AND THE VARIOUS PROGRAMS WHICH ARE AVAILABLE, AND (5) ADMINISTRATORS OF COLLEGES WHICH DO NOT HAVE COOPERATIVE PROGRAMS TO GUIDE THEM IF THEY ARE INTERESTED IN ESTABLISHING A COOPERATIVE EFFORT. PRESENTED IN A TABULAR FORMAT, THE DIRECTORY INCLUDES SUCH INFORMATION AS MAJORS OFFERED ON A COOPERATIVE BASIS, THE NAME OF PROGRAM COORDINATORS, AND THE TOTAL NUMBER OF COOPERATIVE STUDENTS PLACED. (AUTHOR/JS)

VT 000 900 AVAILABLE - VT-ERIC SET ED 030 001
REPORT OF THE INSERVICE WORKSHOP-CONFERENCE
ON COOPERATIVE OCCUPATIONAL EDUCATION
PROGRAMS (REHOBOTH BEACH, DELAWARE, AUGUST 8-
12, 1966).

DELAWARE STATE DEPT. OF PUBLIC INSTRUCTION,
DOVER. VOCATIONAL-TECHNICAL EDUCATION AND
EXTENDED SERVICES
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 66 8CP.

DESCRIPTORS - *COOPERATIVE EDUCATION;
*VOCATIONAL EDUCATION; *PROGRAM GUIDES;
*PROGRAM PLANNING; *INSTRUCTOR COORDINATORS;
*CONFERENCE REPORTS; *INSERVICE TEACHER
EDUCATION
IDENTIFIERS - *INSERVICE WORKSHOP-CONFERENCE
ON COOPERATIVE OCCUPATIONAL EDUCATION
PROGRAMS, REHOBOTH BEACH, DELAWARE, AUGUST 8-
12, 1966

ABSTRACT - THIRTY TEACHERS OF VARIOUS
VOCATIONAL EDUCATION PROGRAMS IN DELAWARE
CONVENED TO DISCUSS THE ORGANIZATION AND
ADMINISTRATION OF COOPERATIVE OCCUPATIONAL
EDUCATION PROGRAMS. SOME OF THE SPECIFIC
OBJECTIVES OF THIS WORKSHOP WERE TO PROVIDE

(1) OPPORTUNITY FOR POTENTIAL COORDINATORS TO DISCUSS COMMON PROBLEMS AND BASIC ISSUES RELATIVE TO ALL COOPERATIVE OCCUPATIONAL EDUCATION PROGRAMS, (2) OPPORTUNITY FOR POTENTIAL COORDINATORS TO MEET THE QUALIFICATIONS FOR COORDINATING SUCH PROGRAMS, AND (3) THE MANPOWER TO MEET THE NEEDS FOR DELAWARE'S PLANNED EXPANDED COOPERATIVE OCCUPATIONAL EDUCATION PROGRAMS IN ALL AREAS. HIGHLIGHTS OF THE CONFERENCE ADDRESSES ARE PRESENTED. THE APPENDIX CONTAINS MANY EXAMPLES OF MATERIALS: (1) RECOMMENDED TRAINING PROCEDURE, (2) PROFILE CHECK SHEETS--FOR A GROCERY STORE, NURSERY AND FLORIST SHOP, GASOLINE SERVICE STATION, WHOLESALE AUTOMATIVE SUPPLY STORE, (3) FACTORS INFLUENCING ENROLLMENT IN DISTRIBUTIVE EDUCATION PROGRAMS IN IOWA, (4) PARTICIPATING PROJECTS PLAN, (5) WHY COOPERATIVE STUDENTS SHOULD BE PAID FOR WORK IN PRIVATE EMPLOYMENT, (6) ADVISORY COMMITTEE, (7) COORDINATION PLANNING CHART, (8) COORDINATOR'S VISITATION REPORT, (9) PROGRESS REPORT, (10) VOCATIONAL EDUCATION COMMUNITY SURVEY, (11) SELECTION OF TRAINING STATIONS, (12) SPONSOR'S RESPONSIBILITIES, (13) WORKSHOP-CONFERENCE EVALUATION FORM, AND (14) A SAMPLE OF THE CERTIFICATE FOR COMPLETION OF THE WORKSHOP. (SL)

VT 002 277 AVAILABLE - VT-ERIC SET ED 027 441
FORD FOUNDATION GRANTS IN VOCATIONAL EDUCATION .

FORD FOUNDATION, NEW YORK, N.Y.
MF AVAILABLE IN VT-ERIC SET.
FORD FOUNDATION, OFFICE OF REPORTS, 477
MADISON AVENUE, NEW YORK, NEW YORK 10022.
PUB DATE - SEP65 31P.

DESCRIPTORS - *VOCATIONAL EDUCATION;
*TECHNICAL EDUCATION; EXPERIMENTAL STUDIES;
PILOT PROJECTS; RESEARCH PROJECTS; CURRICULUM
RESEARCH; TEACHER EDUCATION; *WORK STUDY
PROGRAMS; COLLEGES; HIGH SCHOOLS; POST
SECONDARY EDUCATION; CONTINUING EDUCATION;
DROPOUT PREVENTION; INDUSTRIAL ARTS; HOTEL
OCCUPATIONS; GRAPHIC ARTS; VOCATIONAL
EDUCATION TEACHERS; *FOUNDATION PROGRAMS;
*GRANTS
IDENTIFIERS - FORD FOUNDATION

ABSTRACT - IN ITS ASSISTANCE TO EFFORTS TOWARD QUALITY VOCATIONAL AND TECHNICAL EDUCATION, THE FORD FOUNDATION HAS MADE GRANTS TO SECONDARY SCHOOLS, TECHNICAL INSTITUTES, COMMUNITY COLLEGES, RESEARCH ORGANIZATIONS, UNIVERSITIES, AND TEACHER-TRAINING INSTITUTIONS. DESCRIPTIONS OF PILOT PROGRAMS AND EXPERIMENTS INCLUDE (1) 6 IN CURRICULUM IMPROVEMENT, (2) 3 IN RESEARCH, DEVELOPMENT, AND INFORMATION, (3) 2 IN VOCATIONAL-TECHNICAL TEACHER TRAINING, AND (4) 7 IN COOPERATIVE WORK-STUDY EDUCATION. REPRESENTATIVE EXAMPLES ARE: (1) A PROGRAM BUILT AROUND THE VOCATIONAL INTEREST OF THE STUDENT IN THE LAST 2 YEARS OF HIGH SCHOOL WHICH SEEKS TO STIMULATE HIM TO CONTINUE EDUCATION BEYOND HIGH SCHOOL, (2) A PROGRAM TO DETERMINE THE BEST VOCATIONAL EDUCATION APPROACH IN MOTIVATING RECENT DROPOUTS TO FINISH HIGH SCHOOL, (3) A NEW CURRICULUM IN INDUSTRIAL ARTS WHICH FOCUSES ON THE CONCEPTS OF INDUSTRIAL MANAGEMENT, PRODUCTION, AND SERVICE RATHER THAN ON THE USE OF HAND AND

MACHINE TOOLS ALONE, (4) HIGH SCHOOL PROGRAMS FOR CAREERS IN HOTELS AND RESTAURANTS, (5) A COMPREHENSIVE CURRICULUM IN GRAPHIC ARTS, (6) A CENTER FOR RESEARCH AND DEVELOPMENT IN VOCATIONAL EDUCATION, (7) A STUDY OF INDUSTRIAL ADVISORY COMMITTEES, (8) A PROGRAM FOR PREPARING VOCATIONAL TEACHERS, AND (9) EXPERIMENTS IN POST-HIGH SCHOOL COOPERATIVE EDUCATION FOR VOCATIONAL PREPARATION FOR BUSINESS AND INDUSTRY. (PS)

VT 002 617 AVAILABLE - VT-ERIC SET ED 045 860
NICHOLS, DARYL E.
SELECTION, PLACEMENT, AND EVALUATION IN DISTRIBUTIVE EDUCATION. SUGGESTED FORMS AND MATERIALS FOR ORGANIZATION AND ADMINISTRATION OF A COOPERATIVE EDUCATION PROGRAM.

MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 67 55P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION;
*PROGRAM IMPROVEMENT; *COOPERATIVE EDUCATION;
*RECUES (FORMS); *PROGRAM ADMINISTRATION

ABSTRACT - THIS BOOKLET WAS DEVELOPED TO HELP DISTRIBUTIVE EDUCATION COORDINATORS ORGANIZE AND CONDUCT A BETTER PROGRAM. IT IS NOT INTENDED THAT THE COORDINATOR ADOPT THESE FORMS AND THEIR USES JUST AS ILLUSTRATED, BUT THAT HE ADAPT THEM TO THE NEEDS OF HIS PROGRAM, HIS SCHOOL, AND HIS COMMUNITY. ALTHOUGH ALL FORMS IN THIS BOOKLET WERE PREPARED FOR THE OPERATION OF A DISTRIBUTIVE EDUCATION PROGRAM (DE) THEY SHOULD PROVIDE AID TO COORDINATORS OF OTHER TYPES OF COOPERATIVE TRAINING PROGRAMS. THE CONTENT OF THIS DOCUMENT HAS BEEN THE BASIS OF A NUMBER OF SESSIONS WHICH WERE NATIONAL IN SCOPE. THE PLAN OF THIS BOOKLET IS COORDINATED WITH THE FILM, "THE DISTRIBUTIVE EDUCATION STORY," PRODUCED BY SEARS FOUNDATION IN COOPERATION WITH THE AMERICAN VOCATIONAL ASSOCIATION. SUGGESTED MATERIALS AND FORMS ARE DISCUSSED AND ILLUSTRATED IN THE AREAS OF: (1) APPLICATION BLANK FOR DE, (2) PERSONAL INTEREST SHEET, (3) DE QUALIFICATION FORM, (4) PERSONAL INTERVIEW FORM, (5) JOB INTEREST SELECTION SHEET, (6) SELECTION OF TRAINING STATION, (7) SCHOOL RECORD, (8) INTERVIEW RATING, (9) DE TRAINING MEMORANDUM, (10) DE PROGRAM OF TRAINING, (11) DE RATING SHEET, (12) EMPLOYER EVALUATION, (13) EMPLOYMENT RECORD, (14) STUDENT WEEKLY PROGRESS REPORT, (15) ABSENCE FROM WORK, (16) PERMISSION TO RETURN TO WORK, AND (17) DIARY OF STUDENT PROGRESS. (MM)

VT 002 987
MASON, RALPH E.; HAINES, PETER G.
COOPERATIVE OCCUPATIONAL EDUCATION AND WORK EXPERIENCE IN THE CURRICULUM .

INTERSTATE PRINTERS AND PUBLISHERS, INC.,
DANVILLE, ILL.
DOCUMENT NOT AVAILABLE FROM EDRS.
INTERSTATE PRINTERS AND PUBLISHERS, INC., 19-
27 NORTH JACKSON STREET, DANVILLE, ILLINOIS
61832 (\$6.75).
PUB DATE - 65 518P.

DESCRIPTORS - *TEXTBOOKS; *COOPERATIVE
EDUCATION; WORK EXPERIENCE PROGRAMS;
*VOCATIONAL EDUCATION; *PROGRAM DESCRIPTIONS;
TEACHING PROCEDURES; *INSTRUCTOR

COORDINATORS; COORDINATION; CURRICULUM;
DISTRIBUTIVE EDUCATION; BUSINESS EDUCATION;
TEACHER EDUCATION; PRESERVICE EDUCATION;
INSERVICE TEACHER EDUCATION; TRADE AND
INDUSTRIAL EDUCATION; STUDENT ORGANIZATIONS

ABSTRACT - THE TEXT HAS AS OBJECTIVES THE ORIENTATION OF GUIDANCE PERSONNEL, DIRECTORS OF VOCATIONAL EDUCATION, SUPERVISORY PERSONNEL, AND SCHOOL ADMINISTRATORS TO THE METHODS OF ORGANIZING AND OPERATING HIGH SCHOOL LEVEL COOPERATIVE EDUCATION PROGRAMS AND TO AID IN BOTH PRE- AND IN-SERVICE EDUCATION OF TEACHER-COORDINATORS. CHAPTER TITLES ARE: (1) EDUCATION FOR EMPLOYMENT IN A CHANGING WORLD OF WORK, (2) A BRIEF VIEW OF THE DEVELOPMENT OF VOCATIONAL EDUCATION, (3) USING THE WORK ENVIRONMENT TO PRODUCE DESIRED EDUCATIONAL AIMS, (4) WORK EXPERIENCE PROGRAMS FOR GENERAL AND HIGHER EDUCATION, (5) COOPERATIVE OCCUPATION EDUCATION PROGRAMS IN THE HIGH SCHOOL, (6) THE TEACHER-COORDINATOR AND HIS JOB, (7) PLANNING AND ORGANIZING A COOPERATIVE EDUCATION PROGRAM, (8) COORDINATION PRACTICES IN A NEW PROGRAM, (9) THE TEACHER-COORDINATOR'S ACTIVITIES IN THE ON-GOING PROGRAM, (10) PROVIDING FOR EFFECTIVE RELATED INSTRUCTION IN SCHOOL, (11) YOUTH ORGANIZATIONS IN THE COOPERATIVE PROGRAMS, (12) THE COORDINATOR AND ADULT VOCATIONAL EDUCATION, (13) THE DISTRIBUTIVE EDUCATION PROGRAM, (14) THE COOPERATIVE OFFICE EDUCATION PROGRAM, AND (15) COOPERATIVE EDUCATION FOR INDUSTRIAL AND TECHNICAL OCCUPATIONS. EACH CHAPTER CONTAINS SUBJECT CONTENT, QUESTIONS AND PROJECTS, AND SELECTED REFERENCES. (MM)

VT 003 647 AVAILABLE - VT-ERIC SET ED 032 434
BROWN, WALTER C., ED.

GENERAL RELATED STUDY GUIDE, COORDINATOR'S MANUAL, FOR USE WITH GENERAL RELATED STUDY GUIDE FOR STUDENTS ENROLLED IN COOPERATIVE PART-TIME VOCATIONAL EDUCATION.

MISSOURI UNIV., COLUMBIA. DEPT. OF INDUSTRIAL EDUCATION; MISSOURI STATE DEPT. OF EDUCATION, JEFFERSON CITY. INDUSTRIAL EDUCATION SECTION
MF AVAILABLE IN VT-ERIC SET.
INDUSTRIAL EDUCATION, 103 INDUSTRIAL EDUCATION BUILDING, UNIVERSITY OF MISSOURI, COLUMBIA, MISSOURI 65201 (\$1.50).
PUB DATE - OCT65 81P.

DESCRIPTORS - *TEACHING GUIDES; *ANSWER KEYS; *VOCATIONAL EDUCATION; *VOCATIONAL DEVELOPMENT; SECONDARY GRADES; STUDENT PROJECTS; POST SECONDARY EDUCATION; BIBLIOGRAPHIES; *COOPERATIVE EDUCATION

ABSTRACT - THIS GUIDE WAS DEVELOPED FOR USE BY COORDINATORS OF COOPERATIVE EDUCATION PROGRAMS IN PERSONAL AND VOCATIONAL ADJUSTMENT COURSES. IT IS ESSENTIALLY AN ANSWER KEY TO ASSIGNMENT SHEETS IN VT 003 646, BUT ALSO CONTAINS INFORMATION ON STUDENT ASSIGNMENTS, SUGGESTED TEACHING AIDS, SUGGESTED GUEST SPEAKERS, AND REFERENCES. OVER 30 FILMS ARE ANNOTATED AND 16 REFERENCES ARE CITED. STUDENT ASSIGNMENTS ARE KEYED TO "CONSUMER ECONOMICS PRINCIPLES AND PROBLEMS" BY WILHELM, HEIMEL, AND JELLEY, 2ND AND 3RD EDITIONS PUBLISHED BY GREGG PUBLISHING DIVISION OF MCGRAW-HILL BOOK CO., INC. (EM)

VT 004 696 AVAILABLE - VT-ERIC SET ED 022 065
ADVISORY COMMITTEES, "SELECTION AND USE".
DISTRIBUTIVE EDUCATION OPERATIONS MANUAL, NO. 3.

OHIO STATE DEPT. OF EDUCATION, COLUMBUS; OHIO STATE UNIV., COLUMBUS; BOWLING GREEN STATE UNIV., OHIO
MF AVAILABLE IN VT-ERIC SET.
DISTRIBUTIVE EDUCATION MATERIALS LABORATORY, THE OHIO STATE UNIVERSITY, 124 WEST 17TH AVENUE, COLUMBUS, OHIO 43210 (\$1.00).
PUB DATE - FEB66 39P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *ADVISORY COMMITTEES; *GUIDELINES; PROGRAM EVALUATION; PROGRAM DEVELOPMENT

ABSTRACT - THE PURPOSE OF THIS MANUAL IS TO PROVIDE A MODEL TO ASSIST THE COORDINATOR IN ESTABLISHING AND UTILIZING AN ADVISORY COMMITTEE IN THE LOCAL COMMUNITY. IT WAS DEVELOPED BY 36 COORDINATORS AT THE 1965 OHIO DISTRIBUTIVE EDUCATION WORKSHOP AT THE OHIO STATE UNIVERSITY. INFORMATION COVERS (1) TYPES OF ADVISORY COMMITTEES--GENERAL ADVISORY, SPECIFIC ADVISORY, POST-SECONDARY, AND ADULT EDUCATION COMMITTEES, (2) COMMITTEE COMPOSITION--NUMBER OF MEMBERS, QUALIFICATIONS, AND REPRESENTATION OF COMMUNITY RESOURCES, (3) ORGANIZATION OF THE COMMITTEE--APPROVAL AND INVITATION, COMMITTEE STRUCTURE, LENGTH OF SERVICE, AND STEERING COMMITTEE, (4) COMMITTEE MEETINGS--AGENDAS AND TIME AND PLACE, (5) ROLE AND FUNCTION OF ADVISORY COMMITTEE--OBJECTIVES, PUBLIC RELATIONS, STUDENT STANDARDS AND RECRUITMENT, STUDENT SELECTION, STANDARDS OF EVALUATION, MANPOWER NEEDS AND TRAINING FACILITIES SURVEYS, STUDENT PROBLEMS, PROMOTION OF DISTRIBUTIVE EDUCATION CLUBS OF AMERICA ACTIVITIES, STANDARDS OF TRAINING STATIONS, PROGRAM FACILITIES AND AIDS, CURRICULUM DEVELOPMENT, LEGISLATION, AND DEVELOPMENT OF DISTRIBUTION AS A CAREER, AND (6) EVALUATION OF THE PROGRAM AND THE ADVISORY COMMITTEE. A BIBLIOGRAPHY AND A LIST OF DISTRIBUTIVE EDUCATION PROGRAMS IN OHIO ARE INCLUDED. (MM)

VT 005 062 AVAILABLE - VT-ERIC SET ED 019 526
SPEECHES PRESENTED AT ANNUAL VOCATIONAL CONVENTION, AMERICAN VOCATIONAL ASSOCIATION, DISTRIBUTIVE EDUCATION (61ST, CLEVELAND, DECEMBER 6-7, 1967).

MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 7DEC67 31P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *COOPERATIVE EDUCATION; SPEECHES; *PROGRAM COORDINATION; EDUCATIONAL PLANNING; INSTRUCTOR COORDINATORS; SCHOOL COMMUNITY RELATIONSHIPS; EDUCATIONAL POLICY; NATIONAL SURVEYS; EMPLOYERS IDENTIFIERS - AMERICAN VOCATIONAL ASSOCIATION CONVENTION

ABSTRACT - THE DOCUMENT INCLUDES FIVE SPEECHES. "STUDY OF SELECTED POLICIES OF DISTRIBUTIVE EDUCATION AND SIGNIFICANT RELATED AREAS IN THE UNITED STATES," BY EVELYN RANDALL GRACE, REPORTS RESULTS OF A SURVEY OF TEACHER COORDINATORS ATTENDING THE 60TH ANNUAL AMERICAN VOCATIONAL ASSOCIATION

CONVENTION CONCERNING TRAINING PLANS, TEACHER COORDINATOR REIMBURSEMENT, TRAINING STATIONS, STATE REPORTS, COORDINATION TRAVEL EXPENSES, AND COMMUNICATIONS. "INVOLVEMENT AND MOTIVATION," BY MARY K. KLAURENS DISCUSSES THE ROLE OF THE COORDINATOR AND THE EVALUATION OF HIS COORDINATION ACTIVITIES. "PSYCHOLOGY OF DEVELOPING A TRAINING PLAN," BY DWAYNE TUCKER, DEALS WITH THE BEHAVIORAL CHANGES WHICH MAY OCCUR AS A RESULT OF THE USE OF A TRAINING PLAN. "THE USE OF TRAINING PLANS," BY ELINOR F. BURGESS, DISCUSSES THE IMPORTANCE OF AND PROCEDURES FOR DEVELOPING AND USING TRAINING PLANS. "COORDINATION--THE KEY TO EFFECTIVE DISTRIBUTIVE EDUCATION PROGRAMS," BY JUNE LAY, DEFINES AND SPECIFIES CONDITIONS OF SUCCESSFUL COORDINATION. (MM)

VT 007 137 AVAILABLE - VT-ERIC SET ED 042 060
BENNETT, ROBERT, AND OTHERS
COOPERATIVE-DISTRIBUTIVE EDUCATION, AN ALTERNATE SEMESTER PROGRAM; A RESEARCH AND DEVELOPMENT PROJECT IN COMMUNITY COLLEGE COOPERATIVE EDUCATION WITH EMPHASIS ON DISTRIBUTIVE BUSINESS CAREERS. SECTIONS I AND II.

SAN MATEO COLL., CALIF.; CALIFORNIA STATE DEPT. OF EDUCATION, SACRAMENTO. BUSINESS EDUCATION DIV.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 68 14P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *POST SECONDARY EDUCATION; *COOPERATIVE EDUCATION; EMPLOYER ATTITUDES; *PROGRAM DEVELOPMENT; PROGRAM DESCRIPTIONS; *COMMUNITY COLLEGES; PROGRAM PLANNING; FEASIBILITY STUDIES; COMMUNITY SURVEYS

ABSTRACT - COOPERATIVE EDUCATION, CONTINUOUS COLLEGE ENROLLMENT COMBINED WITH PART-TIME WORK STATIONS, IS STUDIED AS A PLAN FOR STUDENTS SEEKING DISTRIBUTIVE CAREERS AT THE COMMUNITY COLLEGE LEVEL. DURING SPRING SEMESTER OF 1968 (THE PERIOD OF THIS STUDY), 34 STUDENTS AT THE COLLEGE OF SAN MATEO WERE ON COOPERATIVE WORK STATIONS, AND 250 STUDENTS HAD REQUESTED ADMISSION TO THE PROGRAM. SECTION I SUMMARIZES THE RESPONSES OF 50 EMPLOYER INTERVIEWS AND CITES CIVILIAN EMPLOYMENT STATISTICS FOR THE AREA EVIDENCE OF THE WIDESPREAD NEED FOR EMPLOYEES IN DISTRIBUTIVE CAREERS. SECTION II DESCRIBES THE ALTERNATE SEMESTER COOPERATIVE EDUCATION WORK STUDY PLAN FOR COLLEGE STUDENTS, SUMMARIZES PREVIOUS STUDIES, AND GIVES A BRIEF HISTORICAL SKETCH OF THIS MOVEMENT IN EDUCATION. SOME FINDINGS WERE: (1) 80 PERCENT OF THE EMPLOYERS INTERVIEWED ARE IN AGREEMENT WITH THE PRINCIPLES OF COOPERATIVE EDUCATION AS A WORK STUDY PLAN WHICH COULD BE USED BY THEIR BUSINESSES, (2) OPPORTUNITIES FOR RECRUITING YOUNG COLLEGE TRAINED EMPLOYEES AND FULL-TIME COVERAGE OF WORK STATIONS ARE THE TWO MOST COMMONLY STATED REASONS FOR INTEREST IN THE PLAN, (3) EMPLOYERS INTERVIEWED FOR THIS STUDY ARE ENTIRELY RECEPTIVE TO HIRING MINORITY STUDENT EMPLOYEES ON THE COOPERATIVE PLAN, AND (4) COOPERATIVE EDUCATION SERVES AS A STUDENT RECRUITING DEVICE FOR DISTRIBUTIVE CAREERS. (MM)

VT 007 977 AVAILABLE - VT-ERIC SET ED 037 585

SUGGESTED CURRICULUM GUIDE FOR: COOPERATIVE OFFICE.

ARIZONA STATE DEPT. OF VOCATIONAL EDUCATION, PHOENIX
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUN68 60P.

DESCRIPTORS - *CURRICULUM GUIDES; *OFFICE OCCUPATIONS EDUCATION; *BUSINESS EDUCATION; *COOPERATIVE EDUCATION; *CURRICULUM PLANNING; SECONDARY GRADES; POST SECONDARY EDUCATION

ABSTRACT - ONE OF A SERIES RELATING TO AN OFFICE EDUCATION OCCUPATIONAL CLUSTER, THIS CURRICULUM GUIDE IS INTENDED PRIMARILY FOR USE BY VOCATIONAL HIGH SCHOOL OR JUNIOR COLLEGE TEACHERS IN PLANNING COURSES AND LESSONS IN COOPERATIVE OFFICE EDUCATION. DEVELOPED BY A STATE COMMITTEE OF TEACHERS AND SUPERVISORS, THE GUIDE IS BASED ON 180 HOURS OF CLASS TIME PLUS 450 HOURS OF ON-THE-JOB TRAINING. CONTENTS INCLUDE NINE INSTRUCTIONAL UNITS GIVING A STATEMENT OF OBJECTIVES, INFORMATION ON CONTENT, SUGGESTED CLASSROOM ACTIVITIES, RELATED MATERIALS, AND RECOMMENDED HOURS PER UNIT. SUGGESTED EVALUATIONS ARE ITEMIZED AND STUDENT PROFILES ARE GIVEN FOR THE UNIT TOPICS OF: (1) ORIENTATION, (2) PREPARATION FOR INTERVIEW AND APPLICATION, (3) HUMAN RELATIONS, (4) COMMUNICATIONS, (5) FINANCIAL RESPONSIBILITY, (6) FILING, (7) INTRODUCTION TO AUTOMATED DATA PROCESSING, (8) DEVELOPMENT OF CLERICAL SKILLS, AND (9) IN-SCHOOL INSTRUCTION RELATED TO JOB. THE COURSE INSTRUCTOR SHOULD BE A SUBJECT MATTER SPECIALIST IN OFFICE OCCUPATIONS WITH A BACHELOR'S DEGREE, AND STUDENTS SHOULD BE 16 TO 18 YEARS OLD, IN GRADES 10 TO 14, AND HAVE COMPLETED SEVERAL BUSINESS COURSES AS PREREQUISITE TRAINING. OTHER DOCUMENTS IN THE SERIES ARE VT 007 975, VT 007 976, AND VT 007 978, ALL IN THIS ISSUE OF AIM. (AW)

VT 009 604 AVAILABLE - VT-ERIC SET ED 051 432
GUIDELINES FOR COOPERATIVE EDUCATION COORDINATOR.

ALASKA STATE DEPT. OF EDUCATION, JUNEAU. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 54P.

DESCRIPTORS - *COOPERATIVE EDUCATION; *COOPERATIVE PROGRAMS; *GUIDELINES; *COORDINATORS; GUIDANCE FUNCTIONS; *PROGRAM ADMINISTRATION; STUDENT RECORDS; TEACHER CERTIFICATION; TEACHER EDUCATION; PROGRAM DEVELOPMENT; ADVISORY COMMITTEES; PUBLIC RELATIONS; PHYSICAL FACILITIES; PROGRAM COORDINATION; PROGRAM EVALUATION; ON THE JOB TRAINING

ABSTRACT - THE COOPERATIVE EDUCATION COORDINATOR CONSIDERS THE COOPERATIVE EDUCATION PROBLEMS OF ALL THE VOCATIONAL DISCIPLINES, INCLUDING THOSE FACING THE VOCATIONAL EDUCATION STAFF, SCHOOL ADMINISTRATORS, THE LOCAL COMMUNITY, BUSINESS AND INDUSTRY, MANAGEMENT, AND UNIONS; HIS ROLE DOES NOT SUPPLANT THAT OF INSTRUCTORS ENGAGED IN COOPERATIVE EDUCATION. THE MANUAL CONSISTS OF TWO MAJOR SECTIONS. THE FIRST DISCUSSES: (1) THE CHALLENGES OF VOCATIONAL

EDUCATION, (2) THE EXPANSION OF COOPERATIVE EDUCATION, (3) INTERRELATIONSHIP OF SERVICE AREAS, (4) THE RELATIONSHIP BETWEEN EDUCATION AND THE ECONOMY, (5) DIFFERENTIATION BETWEEN WORK EXPERIENCE AND COOPERATIVE EDUCATION PROGRAMS, (6) BASIC ELEMENTS OF COOPERATIVE PROGRAMS IN THE VARIOUS SERVICE AREAS AND PROGRAMS WHICH OVERLAP SERVICE AREAS, AND (7) COMMON ELEMENTS OF ALL COOPERATIVE EDUCATION. BASIC DEFINITIONS RELEVANT TO COOPERATIVE EDUCATION ARE PRESENTED. THE SECOND MAJOR SECTION PRESENTS GUIDELINES FOR THE COOPERATIVE EDUCATION COORDINATOR IN CONNECTION WITH: (1) THE COORDINATOR'S RESPONSIBILITIES, (2) THE GUIDANCE AND COUNSELING FUNCTION OF THE SCHOOL, (3) DEVELOPMENT OF STUDENT PERSONNEL RECORDS, (4) QUALIFICATIONS OF THE TEACHER-COORDINATOR, (5) PREPARATION AND CERTIFICATION OF THE TEACHER-COORDINATOR, (6) INITIATION OF A COOPERATIVE PROGRAM, (7) SCHOOL POLICIES RELEVANT TO COOPERATIVE EDUCATION, (8) ADVISORY COMMITTEES, (9) PUBLIC RELATIONS, (10) TEACHING FACILITIES, (11) IN-SCHOOL INSTRUCTION, (12) ON-THE-JOB INSTRUCTION, (13) EVALUATION, AND (14) LEGAL RESPONSIBILITIES. (JK)

VT 011 682 AVAILABLE - VT-ERIC SET ED 049 382
WYOMING COOPERATIVE OCCUPATIONAL EDUCATION
WORKSHOP MATERIAL.

WYOMING STATE DEPT. OF EDUCATION, CHEYENNE.
OCCUPATIONAL EDUCATIONAL SECTION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 1AUG70 88P.

DESCRIPTORS - *MANUALS; BUSINESS EDUCATION;
*DISTRIBUTIVE EDUCATION; *INSTRUCTOR
COORDINATORS; *COOPERATIVE PROGRAMS; *TEACHER
ROLE; STUDENT NEEDS; PROGRAM PLANNING

ABSTRACT - THIS MANUAL WAS COMPILED THROUGH A SPECIAL WORKSHOP AND SHOULD BE OF INTEREST TO SCHOOL ADMINISTRATORS AND TEACHER-COORDINATORS INVOLVED WITH A COOPERATIVE EDUCATION PROGRAM. SPECIFICALLY DIRECTED TO THE TEACHER-COORDINATOR, THIS DATA INCLUDES INFORMATION ON: (1) TYPES OF COOPERATIVE PROGRAMS, (2) DUTIES AND EDUCATIONAL QUALIFICATIONS OF A TEACHER-COORDINATOR, (3) ADULT COOPERATIVE EDUCATION, (4) IMPORTANCE OF THE LOCAL ADVISORY COMMITTEE, (5) STUDENT REQUIREMENTS, AND (6) LEGAL REQUIREMENTS OF A COOPERATIVE EDUCATION PROGRAM. ALSO INCLUDED ARE SAMPLE FORMS USED BY TEACHER-COORDINATORS SUCH AS THE MONTHLY ACTIVITY FORM, INTERVIEW FORM, AND THE STUDENT APPLICATION FORM. (JS)

VT 012 362 AVAILABLE - VT-ERIC SET ED 053 339
GUIDELINES FOR COORDINATORS OF COOPERATIVE
EDUCATION PROGRAMS.

MOHAVE COUNTY UNION HIGH SCHOOL DISTRICT,
ARIZ.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 90P.

DESCRIPTORS - *COOPERATIVE EDUCATION;
GUIDELINES; *INSTRUCTOR COORDINATORS;
*PROGRAM COORDINATION; ADMISSION CRITERIA;
*PROGRAM PLANNING; JOB TRAINING; STUDENT
EVALUATION; ADULT EDUCATION; TEACHER ROLE;
*PROGRAM GUIDES

ABSTRACT - THIS COORDINATOR'S HANDBOOK WAS PREPARED TO ASSIST COORDINATORS IN THIS ARIZONA SCHOOL SYSTEM IN ORGANIZING, MAINTAINING, AND EXPANDING VOCATIONAL COOPERATIVE EDUCATION PROGRAMS. THE HANDBOOK PRESENTS A PHILOSOPHY OF COOPERATIVE EDUCATION, DISCUSSES THE IMPORTANCE OF PLANNING IN RELATION TO A COOPERATIVE PROGRAM, AND PRESENTS A GENERAL OVERVIEW AND THE ADVANTAGES OF COOPERATIVE EDUCATION. ALSO INCLUDED ARE RESOURCE MATERIALS AND SUGGESTED GUIDELINES REGARDING (1) TRAINING SITUATIONS, (2) STUDENT SELECTION, (3) COORDINATION, (4) THE INSTRUCTIONAL PROGRAM, (5) CLASSROOM MANAGEMENT, (6) REPORTS AND RECORDS, (7) EVALUATION OF TRAINEES, (8) FORMS USEFUL TO THE COORDINATOR, AND (9) ADULT EDUCATION. (JS)

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